

# **Step One**

## **LETTER OF INTENT**

### **Due to Advisor October 19, 2018 (Fall Approval)**

To initiate your Culminating Project, you must submit and have approved the letter of intent, letter of intent cover sheet, the signed advisor's pre-approval form, the signed mentor agreement, and the signed parent/student verification & liability-release **before your project hours can begin**. These signatures indicate that you have parental approval and that your mentor understands his/her role in your project. See the example of the letter of intent. Students completing project over the summer may not start until after school is out in June. Please include the following in your letter:

- ✓ A description of your physical project.
- ✓ Reasons for your project choice.
- ✓ How this project will benefit you after high school and/or in a career.
- ✓ Brief explanation of new skills learned.
- ✓ The challenges you expect during your project and suggested solutions.
- ✓ Outline of the steps needed to complete the project.
- ✓ Timeline (appropriate beginning through ending dates of project).
- ✓ Estimated expenses for completed project.
- ✓ Your end product or personal goals you will achieve.
- ✓ Name and qualifications of your proposed mentor. This must be someone (over age 21) with knowledge about your topic – someone who will be able to assist you, verify your time, and provide feedback on your final project and effort. Plan on asking a non-family, non-household member to be your mentor. You will avoid a potential conflict of interest as you establish new contacts in the community.

**Refer to the CULMINATING PROJECT explanation for the requirements and recommendations for acceptable physical projects.**

#### **REQUIREMENTS:**

- ✓ Limit to one page.
- ✓ Letter must be completed in a personal business letter format. Use mixed punctuation.
- ✓ Remember to sign the final copy of your letter (blue or black ink).
- ✓ Be sure to revise and edit your letter until it is perfect, including spelling, grammar, and format. Make your letter original; do not cut and paste or copy the sample letter.
- ✓ Besides the actual letter, include the cover sheet, signed pre-advisor approval, signed mentor agreement, and signed parent/student verification & liability release.
- ✓ Do not miss the deadline; be aware of the penalties.