

Sample Proposal (note: this is not a template)

To: Mary Forte

From: John Smith

Subject: Proposal to Research Livestock Clippers for Atascadero High FFA

Date: June 6, 2005

INTRODUCTION/STATEMENT OF PROBLEM

Each year the Atascadero High School Future Farmers of America bring approximately twenty-five hogs to the Mid State Fair. To make their hogs show well at the fair, the FFA must shave them. They can't shave their hogs sooner than one week in advance because the hair will grow back and the hogs will look shabby on market day. In addition, they can't shave their pigs later than three days in advance in case the animals get razor burn and need some time to heal. These factors limit the students to a period of only four days on which they should shave their animals.

Because the group owns only one pair of clippers, they have had some problems getting their hogs shaved at the optimum time. Therefore, they are looking to buy two more sets of clippers. They have a budget of \$350. My report will recommend the best set of clippers for them.

PRIMARY READER

I will address the proposal to the FFA Coordinator, Jane Porclover. She has led the group for past seven years and has a degree in Animal Science. She comes from a middle class background and has no religious affiliations that would affect the content of the report.

SCOPE

I will narrow down the choices of clippers using the following **minimum specifications**:

- The clippers must cost less than \$350
- The clippers must have settings which allow for a close shave around the face, but a longer shave along the flanks
- The clippers must have replaceable blades
- Local dealers must have the

In the research report, I will cover the following **options**:

- Pig Brite Clippers, Model 243
- Swine R Us Clippers, Model 231-B
- Porca Bella Clippers, Model PB 10

The following **criteria** will determine the final choice:

- Cost: this section will look for the clippers with the lowest cost
- Durability: this section will look for the most durable clippers

- Materials: we will look for clippers made from the strongest materials (usually steel)
- Construction: we will give preference to clippers with debris filters
- Warranty: we will look for the longest warranty with the most coverage
- Safety: we will determine which clippers provide the most safety features for the user (automatic shut off, blade guards, and so on)

METHODS

I will research swine publications in the library, interview FFA coordinators and 4-H leaders, look up livestock product sites, read *Consumer Reports*, and test the clippers on live hogs.

QUALIFICATIONS

Please see attached résumé.

CONCLUSION

The Atascadero High FFA needs to buy new clippers before the middle of next July. My report will help them to groom their hogs conveniently and professionally. I would like to request your permission to proceed with this research report.