The purpose of the Charter is to obtain formal approval from both the Board and Club Membership on proposed projects to ensure they align with Club and Rotary goals and initiatives.

**STEP 1: Determine whether the project requires a project charter, refer to the criteria below:**

YES [ ]  NO [ ]  Is the expected time commitment from the Club and/or Members limited to one day (i.e., no need of a Club committee to organize the project in advance of the event date, members can show up to the event on the designated date to volunteer for a few hours, etc.)

YES [ ]  NO [ ]  Are expenses to run this project expected to be less than $500 (CAD)

YES [ ]  NO [ ]  Are revenues from this project expected to be less than $1000 (CAD)

If you answered **YES** to ALL of the above, then a project charter is **not** **required**.

NEXT STEPS: present the service opportunity to the Club at the next scheduled meeting during Member’s time. If there is an expectation of any expenses (under $500) to partake in the project, please ensure to outline these costs at that time.

If you answered **NO** to ANY of the above questions then a project charter **is required**.

NEXT STEPS: complete the remainder of the form below and present to the Board at the next scheduled meeting. Please ensure to provide the project charter in advance of the meeting and that a committee representative attends the executive meeting to answer any questions that the Board members may have. If supported by the Executive, presentation to the Club Membership for their further support will be required.

**STEP 2: Project charter**

**Executive Summary:** *provide a brief summary of the project.*

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**Project Overview:**

*How does this project align with our Club and/or Rotary’s values and mission? Does this project align with a Club or Rotary Focus (i.e., environmental, clean water, education, etc.)?*

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*Who is this project supporting and/or in collaboration with? For example, are we raising money to support a specific cause? Are we collaborating with another Club or Rotary Partner to host an event?*

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*When is the proposed date of the project and/or event OR if the project requires a recurring time commitment (i.e., weekly, monthly), please outline the details below:*

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*Outline the expected cost of the project, ensure to include a general breakdown as necessary. For example, are we required to rent a venue, equipment, marketing, entertainment, food or drink, etc.? Please note that all project expenditures are expected to be presented for review in advance and are to be covered by the project revenues. Please refer to the* [*Disbursement of Funds Overview*](#Charitable) *below to ensure the committee is familiar with how funds can be used.*

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*Please outline the expected revenue of the project:* Click or tap here to enter text.

*For projects that are expected to bring in more than $1000 (CAD) in revenue then you must have the following representatives on your project committee (please indicate names below):*

1. **Board Member liaison:**
2. **Project Treasurer representative:**
3. **Project Public Image representative:**

Disbursement of Funds Overview:

Charitable Account 🡪 any funds donated to the Club’s charitable account can only be dispersed to a registered organization. No funds which have been credited to the charitable account can be used to pay for any project expenditures. For example: if the project committee receives a contribution where the donor wishes to receive a charitable tax receipt, those funds must be allocated to the charitable account in full.

Operating Account 🡪 only funds which are credited to the Club’s operating account can be used for project expenditures, etc. For example: if the project committee receive a contribution where the donor does not require a charitable tax receipt then those funds can be allocated to the operating account in full.