REQUEST FOR WEST BAY ROTARY BOARD APPROVAL OF

AN EVENT/FUNDRAISER/DISTRICT GRANT/CLUB DONATION

**This Form must be completed in advance and submitted to the Club’s President or Secretary, in order to gain the required approval of West Bay Rotary Board for any Event, Fundraiser, District Grant or Club Donation.** The process for this approval is defined in the associated guideline that accompanies this form, which provides guidance on the minimum set of information required for the type of activity you are seeking approval. Additional sheets may be used in completing this Form, to help provide the Board with the needed details to your request. Also, narrative emails, similar to the sample activity provided in this package, are acceptable submissions, provided they address all requested areas of information.

Name of Activity:

Date and Location of Activity:

Purpose of Activity:

Brief Description of Activity:

Publicity/Press Releases Needed (including proposed dates of Publication):

Estimated Budget Required:

Estimate of Expenses:

Estimated Net Proceeds:

Organization(s) that may receive benefit from Activity:

When is Board Approval Needed? Date: