

Service Project Request Form

You must turn in this form a minimum of 60 days prior to the date of the service project.

Today's date:

Name of project coordinator(s):

Must be a Community Service Committee Member or a partnership between a Rotary Club member and Community Service Committee Member

Scope of project

Name of the organization

Number of volunteers needed

Description of the proposed activity

Date and time of project

Has this project been undertaken by the Club in the last three years? If yes, briefly describe the number of volunteers and impact:

Does this project align with one or more of the Rotary International Causes?

- | | |
|--|--|
| <input type="checkbox"/> Promoting Peace | <input type="checkbox"/> Saving Mothers and Children |
| <input type="checkbox"/> Fighting Disease | <input type="checkbox"/> Supporting Education |
| <input type="checkbox"/> Providing Clean Water | <input type="checkbox"/> Growing Local Economies |

Briefly describe why or how

Once this form is complete, please email to Executive Director Kitte Morehouse at info@rotaryclubofdesmoines.org; Catherine Staub at cstaub@lexiconcontentmarketing.com and Community Service Chair Kathy Coady at kcoady@hopeiowa.org.

See next page for an overview of the review process and more information on the responsibilities of the project coordinator(s).

Service Project Review Process

1. A completed service project request form is reviewed by Kitte, Catherine, and Kathy to ensure there is no conflict of interest or policy against a particular type of project.
As a project coordinator, you agree to the following responsibilities if your project is approved:
 - Serve as a point of contact for volunteers; e.g., be willing to track volunteer responses and send reminders (assistance can be provided if needed).
 - Contact Kitte to schedule a date for a podium announcement (see below for more information).
 - Contact Kitte to reserve a date for table flyers (if applicable).
 - Take photos of the activity to share on Club's social media and email to Kitte.
 - Submit a follow-up report (see below)
2. If the project passes initial review, the form is provided to the members of the Community Service Committee and the project coordinator(s) are invited to the next business meeting to give a brief overview.
3. Following a brief presentation, Community Service Committee members discuss the project and vote on whether to approve the activity. Chair Kathy Coady shares the decision with the project coordinator.
4. If approved, the project coordinator takes the lead on promoting the event to Club members and adheres to the following deadlines.
 - To submit an announcement for the e-bulletin, copy must be provided to Kitte by Friday at 9 a.m. for publication the following Tuesday. Submissions must be emailed as a Word document attachment or text in an email to copy and paste into the newsletter.
 - A podium announcement needs to be scheduled at least one week in advance of a meeting through Kitte. The project coordinator can make the announcement or email Kitte the Monday of the meeting week and President Doug Saltgaver will announce the opportunity to the club.
 - On the day of a podium announcement, a project coordinator can provide flyers about the event. It is up to the project coordinator to bring copies and place them on tables prior to lunch. There are 18 tables with 9 seats, or 162 place settings.
 - Within one week of project completion, submit a follow-up report, not to exceed one page, including:
 1. Number of volunteers, names of volunteers, and total volunteer hours.
 2. A brief summary of how the project impacted the organization and its stakeholders.
 3. If applicable, funds or other items donated by the Club or volunteers.