

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

If approved, the project coordinator(s) must agree to the following responsibilities:

1. Contact Executive Director to schedule a date for a podium announcement.
2. Contact Executive Director to reserve a date for table flyers (if applicable).
3. Take photos of the activity to send to ED for promotion on Club's social media
4. Within one week of project completion, submit a follow-up report outlining with the impact, including:
 - Number of volunteers and total volunteer hours.
 - A brief summary of how the project impacted the organization and its stakeholders
 - If applicable, funds or other items donated by the Club or volunteers.

Service Project Review Process

1. Project coordinator(s) complete the Service Project Request Form and submit to Executive Director, Board Liaison, and Community Service Committee Chair.
2. Project request is reviewed to ensure there is no conflict of interest or policy against a particular type of project.
3. 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.
4. Community Service Committee takes a vote on whether to approve project.
5. If approved, project coordinator(s) agree to the responsibilities outlined in the request form, including the follow-up form, which is submitted to the Executive Director, Board Liaison, and Community Service Committee Chair with 1 week of the completion of the project. Report not to exceed one page.