If you are a member of the \_\_\_\_\_\_\_\_\_\_ Rotary Club and have an idea for an event or project, please complete the proposal form below:

**Project Proposal**

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| Name of Club Member Proposing Project: |
| Phone number  | Email Address |
| Name of Project:Anticipated date(s)Where will it take place |
| Will you be the Project Leader [ ]  Yes [ ]  NoIf no who will be Project leader? |
| Background and Rationale for Event/Project:Expected impact to *Community/Internationally* from Project Who befits? |
| Financial Impact:Direct Expenses (if over $100.00 attach an itemized budgetTotal anticipated Income (itemize) Total direct expenses  +variable @ 20% \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total All Expenses\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Total All Income \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Profit(loss) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Has the Club already been committed, financially or otherwise? [ ]  Yes [ ]  NoIf yes, please add detailed explanation |
| Club resources required to support/complete Project (including volunteers):Strengths/Weaknesses/Opportunities/Threats (SWOTS) in project: (attach itemized analysis)Ways Rotarians will be able to assist on day(s) of Event/ProjectImplementation plan if approved:  |
| Will outside assistance be required? [ ]  Yes [ ]  NoIf yes, please add detailed explanation of what resources and where coming from |
| Impact on membership recruitment/retention: |
| Is Club liability covered by Insurance? [ ]  Yes [ ]  NoExplain: |
| Should outside sponsorships be solicited? [ ]  Yes [ ]  NoExplain: |
| Will the Event/Project contribute to a positive image of the Rotary Club in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_? |
| Avenue of Service Chair Approval: Submitted to the \_\_\_\_\_\_\_\_\_\_\_ Rotary Club Board by:Date:Submitter notified: Date: |