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**

|  |  |
| --- | --- |
| 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  No  If 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 budget  Total 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  No  If 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/Project  Implementation plan if approved: | |
| Will outside assistance be required?  Yes  No  If yes, please add detailed explanation of what resources and where coming from | |
| Impact on membership recruitment/retention: | |
| Is Club liability covered by Insurance?  Yes  No  Explain: | |
| Should outside sponsorships be solicited?  Yes  No  Explain: | |
| 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: | |