

## Guidelines for Red Badge Projects

1. Should have 6+ Red Badgers who are ready to make up the group to complete a Red Badge Project.
2. Red Badge Project must support one of the Organizations LAREF (Los Altos Rotary Endowment Foundation) grants monies to during that year.
  - ✓ The Project must be a one-time event.
  - ✓ The Project can be either a service project only, or a fund raising project.
    - If you are asking for money to help with the project, you are only allowed to ask the Rotary Club three times, but they would prefer you only make one ask, or no asks from them.
3. **The Process:**
  - ✓ Get together as a group. If there is no one with an idea, then each member should look at the Chart of LAREF Grants/Organizations in your Red Badge Handbook (the blue folder of information I gave you when I met with you when you first joined the Club). Each member should select an organization, and contact them to see what they may need in the way of support.
  - ✓ Get together a second time and decide which one of the groups you want to support, and plan your project.
    - You may have to meet one or more times after this meeting in order to finalize any last minute plans. You can also do this via group email.
  - ✓ After you decide what you are going to do, how you will do it, everyone's responsibilities, etc. you need to write a proposal to present to the LARC Board.  
**The Proposal should include:**
    - Short Background on what and why you decided on this project.
    - The Proposal
    - The LARC-endorsed organization (from the LAREF Charts) the Project will benefit, and how it will benefit them.
    - The Red Badge members' responsibilities.
    - Date(s) of the Project, or Completion of the Project.
    - Request for approval.
4. The Project must have the approval from the LARC (Los Altos Rotary Club) Board of Directors.
  - ✓ Ideally, the Group, or several members of the Project Committee will attend the next Board meeting after they have decided upon, written and submitted a proposal to the Board, in order to answer any questions the Board may have about the project, and to get the approval from the Board to go forward with the project.
  - ✓ Because of this, you should plan for a project about 4-6 weeks from the date of your initial planning meetings.