

# ROTARY CLUB OF AURORA GATEWAY PROJECT AUTHORIZATION FORM

(Date of Submission to Executive Committee of Rotary Club Board)

Project Name		Project Sponsor	
Project Contact Information		Responsible Individuals	
Project Authorization	Executive Committee	Project Manager	
Requested By		Total Hours Required	
Estimated Start Date		Total Funds Required	
Estimated End Date		Expiration Date	

This Project Authorization Form (PAF) outlines the Statement of Work for <project name>. The scope of work is to complete the following:

#### **Completion Criteria**

[Briefly describe the required criteria that determines if this activity is complete. Note that there is a separate section later in this document where you can describe the overall completion criteria for the PCA.]

### **ESTIMATED SERVICE HOURS FOR THE PROJECT**

Rotary Club of Aurora Gateway will provide an estimated \_\_\_\_\_ hours of Volunteer Services for this as follows:

Club Members Participating	Positions/Roles	Qty.	Estimated Hours
Total			

## **ESTIMATED SCHEDULE FOR THE PROJECT**

The scope of services described in this PA is expected to span approximately<00> hours.

- The start date for this project is \_\_\_\_\_
- The estimated end date for this project is \_\_\_\_\_\_
- This project will expire on \_\_\_\_\_\_ unless extended by both parties.

### **COMPLETION CRITERIA FOR THE PROJECT AUTHORIZATION**

Rotary Club of Aurora Gateway will have fulfilled its obligations under this PAF when one of the following first occurs:

. . .

- All donations listed in this PAF have been provided.
- The number of hours for services on this PAF, as detailed in the Estimated Service Hours section of this document—or in any subsequent approved PAF—have been completed.
- An agreed upon end date for this project is reached.

# **TERMS FOR THIS PROJECT AUTHORIZATION**

Rotary Club of Aurora Gateway will provide an estimated \_\_\_\_\_\_ hours of Volunteer Services for this

project. The estimated total funding requirements for the services is \_\_\_\_\_\_.

All other terms and conditions stated in the original Statement of Work, unless modified in a subsequent PAF, will remain unchanged.

For

Date

Approved by:

For Rotary Club of Aurora Gateway

Date