



April 20, 2018

**President**

Terry George

**Subject – Rotary Club of Honolulu Weinberg Friends Project  
Community Service Project: Request for Proposal Guidelines**

**President Elect**

Bub Wo

**Deadline for submission is Friday, May 25, 2018**

**Treasurer**

Kevin Hall

**Dear leaders of organizations that serve Oahu’s “poor and needy” population,**

**Secretary**

Rich Proctor

**Background:**

On Saturday morning, August 25, 2018, the Honolulu Rotary Club will perform a Weinberg Friends Program Community Service Project on Oahu. At least 25 of our members will be participating.

**Immediate  
Past President**

Rick Towill

We are requesting community organizations submit a proposal no later than Friday, May 25, 2018, addressed to Rotary Club of Honolulu, emailed to [administrator@honolulurotary.com](mailto:administrator@honolulurotary.com) or mailed to the Club at 705 Queen Street, Honolulu, HI 96813.

**Directors**

Peter Evans

Karin Holma

Liz Howard

Hai Cha Lambert

Sally Mist

Diana Sakurai

Bryan Watkins

Tracey Wiltgen

Gwen Yamamoto Lau

**Criteria:**

The Community Service Project will be selected based upon the following criteria:

1. Support an organization which serves Oahu’s poor and needy population.
2. Result in a significant benefit in the organization’s ability to serve its constituents.
3. Involve a specific work project, which can be completed in half a day.
4. Provide meaningful tasks for 25+ Rotary members with varying levels of skill.
5. Take place in a venue that can accommodate 25+ adults comfortably, with adequate parking, workspaces, facilities, etc.
6. Provide Rotary members an opportunity for fellowship and fun, challenging yet doable tasks, and a sense of accomplishment in completing a worthwhile community service project.

**Administrator**

Martha German

**The Proposal:** The proposal, which need not be more than three pages, should include the following:

**Sister Clubs**

RC Kyoto

RC Pusan

RC Shimbashi

RC Taipei

- **Brief Summary** of the organization’s mission and major achievements.
- **Community need** or opportunity that the organization addresses.
- **Description of the population served**, including age range and your criteria for confirming poor and needy status.

- **Detailed description of project:** types of jobs involved, tasks and estimated time for completion. Workspace area, parking availability, facilities, materials needed and those already secured.
- **Project benefit to the organization:** Description of how this specific project will make a significant difference in the organizations' ability to serve its constituents.
- **Connections with the Rotary Club of Honolulu:** describe any relationships or past history involvement with the Club.

**Additional Materials:**

Additional materials accompanying the proposal (feel free to attach them as pdf documents if you're emailing us the proposal) should include:

- Project budget
- Organization's current fiscal year operating budget.
- List of the Board of Directors and senior management.
- Cover letter including signature of the president/executive director and the presiding officer of the board, indicating support for the proposed Community Service Project.
- Contact Person: Name, title, email, and phone number.

Questions regarding information to be included in the proposal should be directed to Martha German at (808) 922-5526 or email at [administrator@honolulurotary.com](mailto:administrator@honolulurotary.com).

We look forward to your response.

Yours in Rotary,

Bub Wo, President 2018/19  
Paul Saito, President-Elect 2019/20