**Appendix B – Application form**

**It is essential that applicants read the District 9800 Service Program Policy prior to completing and submitting the application. Communication with the appropriate AOS chair is recommended prior to submission.**

**Program Name:** Click or tap here to enter text.

**Sponsor Club:** Click or tap here to enter text.

**Avenue of Service:** Click or tap here to enter text.

**Area of Focus:** Click or tap here to enter text.

**SUMMARY OF PROGRAM:**

Please provide a brief summary of the program, its purpose, how it fits into the ideals of RI and plans for the future.

Click or tap here to enter text.

**Please provide a short statement for each of the following elements of the program:**

1. **History:** Click or tap here to enter text.
2. **Scalable and reproducible:** Click or tap here to enter text.
3. **Hands-on volunteering opportunities:** Click or tap here to enter text.
4. **Sustainability, especially in respect to management, funding and resourcing:**

Click or tap here to enter text.

1. **Financial sustainability, specifically costs associated with the program and funding sources:**

Click or tap here to enter text.

1. **Specific Risks associated with the program (including Youth protection management):**

Click or tap here to enter text.

1. **Management Structure:**

**(please list the positions and names of key roles within the program and Rotary club)**

Click or tap here to enter text.

**Program Coordinator name:** Click or tap here to enter text.

**Program Coordinator signature:**

**Sponsor Club name:** Click or tap here to enter text.

**Club President signature:**

**Date of submission:** Click or tap to enter a date.

This application and signatures indicate that the Program Coordinator and the Sponsoring Rotary club and board acknowledge the requirements of the District 9800 Service Program Policy. In particular the responsibility of both parties for;

* Regular reporting to the district on the performance of the program and overall management and operations of the program (including an annual report and financial report)
* The requirement for an Annual renewal process

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**District Use Only-**

***District 9800 AOS Chair:*** *Click or tap here to enter text.*

***Date received by AOS chair:*** *Click or tap to enter a date.*

***Action by AOS Chair:*** *(AOS Chair review and action should occur with 1 month of receiving the application)*

* ***Contact Club to clarify/finalise application:*** Click or tap to enter a date.

***If endorsed:***

* ***Date sent to District Governance Chair:*** Click or tap to enter a date.
* ***Date Endorsement to the District Board*** Click or tap to enter a date.

*Application forms should be kept by the District Secretary with a copy to the Governance director.*