**Project Fair Table Reservation**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Club Information | | | | | | | | | | | | |
| Name | |  | | | | | | | | | | |
| Address | |  | | | | | | USA |  | | Mexico |  |
| City | |  | | State |  | | Postal Code | | |  | | |
| Project Contact | | | | | | | | | | | | |
| Name |  | | | | | Mobile Phone |  | | | | | |
| Email |  | | | | | | | | | | | |
| Project Contact at Reunion  (if different from above) | | | | | | | | | | | | |
| Name |  | | | | | Mobile Phone |  | | | | | |
| Email |  | | | | | | | | | | | |
| **Reunion Contact** – please install the WhatsApp app on your phone so that we can text between US and Mexico mobile phones. <https://www.whatsapp.com/> | | | | | | | | | | | | |
| Project Information | | | | | | | | | | | | |
| Name | | |  | | | | | | | | | |
| Description | | |  | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Booth Fee Calculation  (Fill in table to determine amount of payment due) | | | |
| Description | Quantity | Unit Cost | Total Cost |
| Project Table Space  (includes 6’ table draped in black, 2 chairs, wastebasket, power, 1 easel) | 1 | US $100.00 | US $100.00 |
| Additional Easels |  | US $5.00 | US $ |
| Sign hanging (maximum sign size allowed 4.5ft/1.4m) |  | US $25.00 | US $ |
| Grand Total | | | US $ |
| Pay Table Reservation Fee Online at: <http://rotarydistrict5870.org/>  Email completed reservation form to: [hwittenbornrotary@gmail.com](mailto:hwittenbornrotary@gmail.com)  Please note:   * All clubs should bring a small presentation/trading banner for their club if they have one. These will be affixed to the front of each table. (See examples at right). * Bring any power cords, extension cords, etc. that you might need for your project display with you. * Hanging signs from the ceiling is prohibited * Use of balloons is prohibited inside the exhibit hall * Adhering any item to walls of the facility is prohibited | | | |

**Description for Project Profile Book**

**A project book will be compiled and shared online with all event participants.**

**The purpose of the book is to provide clubs with basic information after the Multi-District Reunion so that clubs may determine which projects they may wish to participate in.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Club Information | | | | | | | | | | | | | | | | | | | | | | |
| Name | | |  | | | | | | | | | | | | | | | | | | | |
| Address | | |  | | | | | | | | | | | | USA | |  | | | Mexico | |  |
| City | | |  | | | | State |  | | | | | Postal Code | | | | | |  | | | |
| Project Contact | | | | | | | | | | | | | | | | | | | | | | |
| Name | |  | | | | | | | Mobile Phone | | | | |  | | | | | | | | |
| Email | |  | | | | | | | | | | | | | | | | | | | | |
| Project Information | | | | | | | | | | | | | | | | | | | | | | |
| Funding Type  Sought (select 1)\* |  | | | Global Grant with matching funds from Rotary International (18-24 months funding timeline) | | | | | | | | | | | | | | | | | | |
|  | | | World Community Service Grant (12-15 months funding timeline) | | | | | | | | | | | | | | | | | | |
|  | | | Club to Club Grant (funding level and timing negotiated between participating clubs) | | | | | | | | | | | | | | | | | | |
| Name |  | | | | | | | | | | | | | | | | | | | | | |
| Purpose/Goal | | | | |  | | | | | | | | | | | | | | | | | |
| Number of persons who will benefit from the project | | | | | | | | | | Directly | |  | | | | Indirectly | | | | |  | |
| Description of project activities/actions | | | | | |  | | | | | | | | | | | | | | | | |
| Project Participation | | | | | | | | | | | | | | | | | | | | | | |
| Total Project Budget Amount from all funding sources | | | | | | | | | | | US $ | | | | | | | | | | | |
| Minimum amount requested from clubs wishing to participate in the project | | | | | | | | | | | | | | | | | | US $ | | | | |

\*Funding Types

* Global Grants: These grants require going through Rotary International for review and approval. The minimum funding from RI is $15,000 which requires $30,000 in matching funds from participating clubs.
* World Community Service Grants: This process allows clubs to use the funds they receive from their districts to contribute to international projects rather than local projects. The amount of funding varies along with the time required to work through the process. At the earliest, such grants would not be funded until the 2018-2019 Rotary year as district funds to clubs for the current Rotary year are already committed to projects.
* Club to Club Grant: All aspects of these grants are negotiated between the participating clubs. There is no District or Rotary International oversight, involvement or funding.

When you submit this page, you may also submit pictures or other documentation to be included in Project Profile Book. Email the completed form and any additional documentation as attachments to [hwittenbornrotary@gmail.com](mailto:hwittenbornrotary@gmail.com) with the subject line Project Profile: *insert Project Name here*\_. By using the requested subject line, it is less likely that I will miss your email in my inbox.