

# Service Project Center Worksheet

Instructions: The following information is needed to include our project(s) into Rotary Service Project Center. This is the ONLY official way that RI will give us credit for our service projects. Once you have collected your information:

**Go to My Rotary – Log-in**

**Click Service Project Center (scroll down)**

**Click Add Project**

- Community
- International
- Vocational
- Youth
- Fundraiser
- Area of Focus
- Polio
- Disaster Response

## PROJECT DETAILED DESCRIPTION

Name of Project \_\_\_\_\_  
Project Category \_\_\_\_\_  
Project Location \_\_\_\_\_  
Partners \_\_\_\_\_  
Project Contacts (NCRC Members) \_\_\_\_\_



Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Rotary Partners \_\_\_\_\_  
Tags \_\_\_\_\_

Project Funding \_\_\_\_\_ Funding Source \_\_\_\_\_

Community Needs (How did we learn of the needs?)

Project Impact (How will it help the community?)

Sustainability (How benefits will continue afterward?)

Photos \_If photos are available, plan to upload them.

Engagement Tracker

Volunteer Hours \_\_\_\_\_ # of Volunteers \_\_\_\_\_

Cash Contributions \_\_\_\_\_ and In Kind Contributions \_\_\_\_\_