APPENDIX 103-A – Chapter Activity/Project Proposal Form

-This form is generally used to propose a workshop or event to the board.
-It may also be used to make suggestions to the board for chapter improvements.
-It is not used for luncheon speaker suggestions (use Policies and Procedures 108 instead)

To ensure board approval of an activity/project in a timely manner, please be aware that:

    A. The board generally meets once per month on the 4th Friday of each month – with no meeting in December.
    B. Generally, the board will need six (6) months lead-time to approve an event.
        1. The proposal needs to be emailed to the board prior to a board meeting.
        2. The board may need time to request clarification before final approval.
        3. The chapter newsletter publication deadlines require approximately a three (3) month lead-time in order to inform the chapter of the upcoming event. (Please see Policies & Procedure 113 for newsletter publishing deadlines).
    C. The proposal must be typed so it can be distributed to the board by email.
    D. Upon completion of this form and for distribution to the board, please email to mail@scv-camft.org. Please do not fax it.

Please answer all of the following questions as thoroughly as possible to ensure the board will not need to delay the event by requiring clarification.

1. Date of this proposal:
2. Individual, committee, task force or ad hoc advisory group submitting this proposal:
3. Reason for this proposal: (If this proposal is to address an issue or problem, please describe the issue or problem as you see it. If this proposal is to add something new to the chapter, please describe the purpose)
4. Brief details of the activity/project:
5. Who will benefit or be served by this activity/project?
6. How will this activity/project be accomplished?
    a. Staffing:
    b. Location:
    c. Space:
    d. Date:
    e. Presenter:
7. Anticipated results/Anticipated challenges:
8. Fiscal implications:
    a. Cost to chapter:
    b. Cost to participants:
9. Will the anticipated results exceed the value of the resources used?
10. Anticipated time-line with dates? Please include a cancellation date and the financial implications of doing so in case there are not enough registrants.

- end -