



Easton Lions Club

We Serve

Project Proposal and Report Form

Project Name: _____

INSTRUCTIONS FOR USE OF THIS FORM

Objective: Document proposals for new projects, new directions for established projects and provide summary details on project after end date. This form may be used to present project proposals and ideas to the Club's Board of Directors (BOD).

1. The person making the proposal may be the chair or an integral member of the activity start-up team. The Chairperson is responsible for presenting proposal or report to the BOD.
2. The project needs to be presented to the BOD at least three months before the proposed start date in order to provide time for review, questions, and feasibility of the project.
3. Final reports should be presented to the BOD about 1 month after project completion, including summary of what went well, what needs improvement and future direction for the project.

Project Class: Fundraiser Vision Service Community Service
 Education Environment Youth Service
 Public Relations Other

Report Date: _____ **Type:** Proposal Est. Interim Update Final Rpt.

Chairperson: _____ **Event Dates Start:** _____ **End:** _____

Key Team Members: _____

Vice President Overseeing Event: _____

Project Goals:

1. _____
2. _____
3. _____
4. _____
5. _____

Project Planning Timeline: *(Include estimated dates before project start through project end)*

Step 1. _____

Step 2. _____

Step 3. _____

Step 4. _____

Step 5. _____

Labor Force Needs: *(what are the major jobs or tasks to be done)*

Task Description	Lions Members		Non-Lions Adults		Youth Volunteers	
	# Help	Hours	# Help	Hours	# Help	Hours
TOTALS						

Financial Budget Projections: *(Actual will be filled-in after project is completed)*

Income Items	Planned \$	Actual \$	Expense Items	Planned \$	Actual \$
TOTAL INCOME			TOTAL EXPENSES		

Volunteer Names and Contact Information: (Any time you can allocate is welcomed)

Name	Hours	Phone #	E-mail or Notes