



Rotary Club of Santa Monica World Community Service Projects

Upon finding an organization or charity in need that is dear to you, please answer the following questions prior to submitting file to The World Community Service Committee for consideration.

1. Please state your name and position in the club.
2. What is the name and address of the organization? Who runs it?
3. Who will be served? Number of beneficiaries?
4. Is it an organization recognized by the Local Government?
5. What is the project? What will be donated?
6. How will the project meet the needs of the community?
7. What is the estimated budget for this project?
8. How do you propose raising funds for this project?
9. How will this project be sustained after it is completed?
10. Who will remain in contact with the organization to make sure the project is being sustained?
11. Will it contribute to a positive image of the Rotary Club of Santa Monica?

Checklist of Documents to supply with Project Proposal:

1. Official letter from the organization requesting its need:
2. Documentation about the organization
3. Pro Forma invoices for the items to be bought by sponsor then donated to them:
4. Other supporting documents:

Submitted to the committee by:

Date:

Committee Action:

Date: