



Point Loma Rotary Club Community Service Proposal Request Form

Project Name:

Funds Requested:

Date Funds Needed :

Estimated Completion:

Special payment instructions:

Name of 501(c) 3 Non-Profit Organization to be Funded (if any):

IRS Tax Exempt:

IRS Tax Exempt letter attached? (yes/no/comments):

Make Check Payable to:

Memo:

Non-Profit StreetAddress:

City:

State:

ZIP:

Contact's Name:

Phone:

Email:

Project Description: (add additional pages if needed)

How will this project (or performing organization) promote and provide recognition for the Point Loma Rotary Club?

How does this project meet Point Loma Rotary Club Community Service guidelines?

Point Loma Rotary Member Requestor:

Member email:

Phone:

Received by Point Loma Rotary Club Community Service Director:

Date:

Approvals (initial and date):

Community Service:

Date:

Board of Directors:

Date:

Endowment Board:

Date:

POINT LOMA ROTARY CLUB COMMUNITY SERVICE PROPOSAL GUIDELINES

These Guidelines cover community service projects performed by the Point Loma Rotary Club and projects performed by non-profit organizations funded by the Point Loma Rotary Club.

Outside organizations funded by the Point Loma Rotary Club should be approved by the IRS as a 501(c)(3) organization and should dedicate a high proportion of their revenue to its programs and have a low proportion of their revenue dedicated to staff salaries, overhead and fundraising. Funds should support a specific project with a start and completion date.

The proposed project should fall under one of the four Rotary Avenues of Service and/or support one of Rotary International areas of focus:

- Community Service
- International Service
- Vocational Service
- Youth Service
- Fighting disease
- Growing local economies
- Promoting Peace
- Protecting the environment
- Providing clean water, sanitation and hygiene
- Saving mothers and children
- Supporting education

The project should promote and provide recognition for Point Loma Rotary by displaying the Point Loma Rotary logo, highlighting in event advertising or via social media.

Any member of the Point Loma Rotary Club may make propose a project. Proposals must be submitted to the Community Service Director on the Community Service Proposal Request Form, along with required attachments and supporting documents. The Community Service Director is available to assist club members develop strong, compliant, well planned proposals.

The Community Service Director will submit completed proposals to the Board of Directors for approval. Upon approval by the Board, proposals will be signed by the Club President and forwarded to the Point Loma Rotary Endowment Fund Governors for final review and funding. Approved proposals will be archived on the Club website, accessible to all Members.