

LEAVENWORTH ROTARY INTERNATIONAL COMMITTEE

SECTION 2. PROGRAM POLICIES and PROCEDURES

General Procedures for all Projects

Potential projects to be considered by the Committee must:

1. Answer all four questions mentioned in the aforementioned Memorandum of Understanding.
2. Fit into the framework of one or more of the Policies of the Committee.
3. Be thoroughly researched and studied by the Committee member(s) presenting the proposed project.
4. Have one or more of the Committee's members personally involved, or have visited the project, or is an active project of another Rotary Club or Rotary International.
5. Be presented in a timely manner for budgeting purposes.
6. Be presented in a thorough and complete statement or report, along with supporting documents and proposed financial expectations stated clearly.

Projects accepted by the Committee and approved by the Board must:

1. Be followed through and administered by the sponsoring International Committee member.
2. Be funded in a timely manner and prior to the fiscal year ending.
3. Have reports written by the sponsoring International Committee member.
4. Have a written summation report at the termination of the project or at the end of the fiscal year if a continuing project. This report is the responsibility of the sponsoring International Committee member.
5. Have all reports submitted to the Committee's Chair.