



Club of Oro Valley

Process for Community Service Project Proposal and Approval

1. Any Rotary Club member may submit a service project proposal for the RCOV to consider.
2. The proposal should be submitted to the Community Service Committee in writing 45 days before the start of the proposed project.
3. The project proposal must contain the following information:
 - a. Name of the persons or organization RCOV would work with to carry out the project.
 - b. What category of service the project most represents (Youth, Families in Need, Environment, etc.)
 - c. Approximate duration time of the project.
 - d. Approximate cost of the project to RCOV.
 - e. A brief explanation of the scope of the project and the work required by RCOV and any project partners.
 - f. Estimated number of volunteer hours required to complete the project.
 - g. Name of any contacts with the partner organization.

4. The Community Service Committee will consider the project and if found to be aligned with the defined areas of focus, will work with the submitter and any partner organization to clarify scope, roles, and responsibilities.
5. Once the project is fully defined, the Community Service Committee will present the project at a club meeting. The project will be voted on by the membership.
6. Once the project has been approved at the meeting, volunteers will be recruited to fulfill RCOV's commitment to the project. This includes identifying a project lead.
7. If not enough volunteers can be identified, then the project will be "on hold" until sufficient volunteers can be found.
8. If a majority of members present vote to implement the project, and enough volunteers are identified, the Community Service Committee will work with the Fundraising Committee to determine the most effective way to raise funds for the project. For smaller projects, funds may be allocated from the Foundation by a vote of the Board of Directors.