



2017-2018 International Grant Application



DISASTER RELIEF

Rotary Club of Washington, DC / ISC-Short Form Disaster Relief

Consistent with the **Terms and Conditions for Rotary Foundation District Grants and Global Grants**, the Rotary Club of Washington, DC's International Service Committee (ISC) seeks to support those projects advocated for by club members. Please note, that DC Rotary ISC will award funds, and the proponent must complete this application in its entirety. Additional background information and supporting documentation should be included as a pdf attachment to this form. Please also read the **ISC Conflict of Interests Policy** at the end of this application.

To apply for a disaster relief grant, please complete this form and submit via e-mail with supporting materials attached to ISC@dcrotaryclub.org **no later than September 30, 2017**. No fax or hard copy submissions will be accepted. All attachments should be in pdf format without password protection.

DC PROPONENT:

Name: Maria Nelly Pavisich
Email: mnpavisich@yahoo.com

APPLICANTS DATA

Domestic club	Contact Name: Carolee Montañez-Allman	
	Phone: (202) 702-9127 / (787) 878 – 5126 in Arecibo, PR	Email: cmontanezallman@gmail.com
	Rotary Club of: Arecibo – PUERTO RICO	District: 7000 Puerto Rico
International Club	Contact Name: Maria Nelly	ISC member? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Phone (202) 906 -9766	Email: mnpavisich@yahoo.com
	Rotary Club of: Washington, D.C.	District:
	Country: United States of America	
Partnering Organization	Organization/Program/Project/Vendor: GOAL ZERO	
	City: Utah	Country: USA
	Contact name: Jared Hooker	Email: Jared.Hooker@nrq.com

PROJECT DATA

Project Name	" LIGHT FOR PUERTO RICO "
Estimated number of beneficiaries:	Initially 100 with seed funding; we aim to expand the project to thousands
Name(s) of club(s) involved in project:	Club Rotario de Arecibo
Project Location:	Puerto Rico; outside of the San Juan Metropolitan Area
Estimated Begin and End Dates:	October 4 – 20, ; aiming to expand the project

Project Summary: *In 150 words or less describe what you want to accomplish and the time frame.*

Hurricane María created health, medical, safety and security hazards, plus additional environmental and socio-economic issues in Puerto Rico. Now it lacks electricity, ICT (cell, Internet) and water services; and is suffering supplies and fuel shortages. Floods and debris are blocking roads. Life went on in darkness, isolation and little means of communication.

To complement first-responders' efforts, this project will provide (within a month of this tragedy) 100 lightweight and **reliable-power devices** (i.e. powered by either built-in solar panel, USB charging cable, and hand-crank) for basic emergency support to vulnerable populations in rural communities outside of San Juan Metro-Area. This 3-in-1 device (i.e. LED flashlight with emergency red lights; cell phone / tablet charger, and a bright night lamp) will enable people to reach first-responders, medical services and police, as well as their community and individual support systems, and coordinate community action. We aim to expand the project and adjust accordingly.

Rotary Mission Alignment: *Describe how this project aligns with the mission of The Rotary Foundation and/or Rotary International's Areas of Focus.*

The District Governor of Puerto Rico's District 7000 had not been able to coordinate immediate disaster relief efforts for several days. We have not heard from many Club presidents. Besides this project being an urgently needed humanitarian effort, this is a fraternal effort to assist fellow Rotarians, and a community service project with elements that touch all six areas of focus of Rotary International:

Promoting Peace:

3-in-1 flashlight /charger enables people to reach patrolling law enforcement and first-responders, thus reducing possibility of unrest, violence, and crime. The ability to communicate with loved ones and their individual /community support systems increases community-action, and collective / individual inner peace.

Fighting disease:

3-in-1 flashlight/charger enables people to communicate for medical and pharmacy services, and their individual / community support systems to prevent further trauma. Night lamps would prevent accidents in food preparation, and facilitate the care of vulnerable populations: children, the elderly and those sick.

Providing clean water and hygiene:

3-in-1 flashlight/charger enables people to ensure that limited water supplies within makeshift containers are clean for food preparation, and to ensure proper hygiene of vulnerable populations.

Mother and child health:

3-in-1 flashlight/charger enables women to communicate for medical and pharmacy services; to connect with community /individual support systems; and to ensure proper hygiene and safety of their children.

Education

3-in-1 flashlight/charger would enable students to occupy themselves productively and disseminate urgent public information.

Economic and Community Development:

3-in-1 flashlight/charger would enable people to organize for collective action, and begin the process of Puerto Rico's economic recovery.

Project Goals and Success Metrics:

Please provide details on the primary goals of the project and how success will be measured. Note that if a grant is awarded you will have an obligation to report how grant funds were utilized and to report outcomes.

Initially, we will provide 100 flashlights/chargers: We aim to expand the project and adjust accordingly.

Project Goals

To provide 3-in-1 flashlights to:

1. Enable people to reach community and individual support systems.
2. Enable victims to reach first-responders, medical services and patrolling law enforcement.
3. Enable people to organize community action

Project Objective (metrics)

1. Deliver flashlights among municipalities in the top 5% of those with vulnerable populations in a medical disaster by October 20, 2017.

Success Metrics:

- Meet the objective and ensure the customers receiving this device really need it
- Be able to expand the project to reach thousands, and include radio and emergency individual size refrigeration

We aim to expand the project to provide (4-in1) flashlights with radio; and individual mini-solar panel-kits to refrigerate medicines. The scope/budget/timeline of the project would adjust accordingly. This would not impact the initial seed grant by the Rotary Club of Washington, DC.

Provide a brief timeline of all proposed grant activities. How many staff and volunteers will be utilized to support this project? Outline the specific work plan to accomplish stated goals and measurable objectives including outreach and recruitment of participants, program implementation and follow-up.

1. Please see attached timeline with work plan.
2. Initial project of 100 lights will employ about 14 volunteers:
Team members from Rotary Clubs in Washington DC, and Puerto Rico: San Juan, Arecibo
Rotaract Club of University of Puerto Rico (social media)
Task volunteer professionals (public relations, fundraising, disaster relief, medical staff)
3. Please see attached work plan with timeline

Budget: *Please provide details regarding the costs of the project and how the grant will contribute to meeting the organization's budgetary needs (please include attachments a necessary).*

1. Each 3-in-1 device will cost \$44 (retail price goes for \$79.99). The funds will be employed exclusively to purchase these devices.
2. Please see attached budget with work plan.

Contributions	Amount	Notes
a), e), f), and g) are mandatory; rest optional		
a. Estimated total cost in US\$ (mandatory)	\$ 5,600	
b. Cash Contribution to be requested to the Club and/or Clubs	\$ 5,000	RC of Washington DC
c. DDF Contribution to be requested to District	\$ 0	
d. Contribution to be requested to The Rotary Foundation	\$ 0	
e. Local Contribution, if any (e.g NGO)	\$ 600	Fuel costs from local Rotarians and air fare to deliver 100 devices
f. Other Contribution (e.g. individual donations, fundraiser, etc.)	\$ 0	The team is planning to set up a fundraising site in ideas.rotary.org
g. Are you planning to fundraise for this project?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially, need support	

Additional Information:

Describe your organization's sources of funding.

The Rotary Club of Arecibo holds an annual fundraising event for their donations account. Club members contribute with additional individual contributions in cash and in-kind donations (resources, equipment, time, tasks) as needs arise.

We have already reached out to several clubs in the US and around the world in hopes of expanding the reach and impact of this project.

Cooperating Organization Details:

Provide the following basic contact information for each cooperating organization.

Organization name: Club Rotario de Arecibo / Arecibo Rotary Club
Address: P.O. Box 1175, Arecibo, PR 00612
Website: N/A
Contact person: Carolee Montanez-Allman, ISC Chair and "Light for Puerto Rico" Project Manager

Phone number: (202) 702 – 9127 / In Puerto Rico: (787) 878-5126
Email: cmontanezallman@gmail.com / C.Montanez-Allman@aya.yale.edu.
EIN number: N/A

A cooperating organization can be a nongovernmental organization, community group, government entity or vendor.

Please provide a Letter of Interest (LOI) from the partner organization (if applicable) with the application. If a vendor, please provide quotation.

If your project is approved, you may be asked to provide a Memorandum of Understanding

Briefly describe the organization's structure and the responsibilities of the board, staff and volunteers. Describe any support that your organization receives from members of the DC Rotary Club.

Arecibo Rotary Club has a Board of Directors with 11 members; 5 Committee Chairs and 5 Service Avenue Directors.

The International Service Avenue Director, within the Community Service and Service Project Committees is receiving International Grants training/mentorship by RCRD ISC Chair and International Service Avenue Director.

Describe the need that would be addressed with the grant funds, your target population and how your target population will benefit from the program.

Please see attached project description

Describe how you will publicize your selection as an awardee of the Rotary Foundation of Washington, DC in the media and to your stakeholders.

Media blast, social media and e-mail blast

Beyond grant funding, describe whether there is a role for the DC Rotary Club to be involved in the project including volunteers and in-kind donations.

Mentorship in planning and monitoring the project's expansion.

Application Agreement and Signature

By signing this form you affirm that the information on this application is true and accurate, to the best of your knowledge. Your signature confirms that you have read and agree to the Terms and Conditions for ISC's Grants for Disaster Relief and the that any disclosures are made in accordance with the Rotary Club of Washington DC ISC Conflict of Interests Policy as detailed below. Additionally, and if a grant is awarded, you agree to provide written and/or photographic evidence for how funds were utilized and agree to allow the Rotary Club of Washington DC and the ISC to share the information on its website and other public forums for the purposes of informing the public and donors how funds are being used to support the overall mission of the Club and Rotary International.



Conflict of Interests Policy and Disclosure Form

The Rotary Club of Washington DC ("Club") International Service Committee (ISC) is supportive of [The Rotary Foundation Conflict of Interest Policy for Program Participants](#).

The Club Rotary Board of Directors is conscious of possible conflicts of interest, which may arise as the result of Committee members serving on community boards and/or being intimately connected with applicants for grants and scholarships. The Board is also conscious of possible conflicts of interest which may arise as the result of the relationships and business affiliations of Board members, Committee members, or members of the Club.

At the same time, the Board recognizes that it is inherent in the process of asking people to serve as members of a Committee to select persons who are active in the community. Likewise, the Board does not desire to deprive agencies or to penalize those agencies having active boards of their own, some of whose members may also serve on club committees.

Any conflict of interest on the part of any Board or Committee member should be disclosed and made a matter of record, either through an annual procedure or when the interest becomes a matter of Board or Committee action.

Any Board or Committee member having a possible conflict of interest on any matter should not vote on that matter, but shall be counted in determining the quorum for the meeting. The minutes of the meeting should reflect that disclosure was made and the abstention from voting.

It shall be deemed that a Board member or Committee member shall have a conflict of interest if that member's spouse and/or children are deemed to have such a conflict of interest.

Board members who have declared or been found to have a conflict of interest in any matter shall refrain from participating in consideration of the proposed transaction, unless for special reasons the Board or Committee requests information or interpretation from the Board member(s) involved.

Impartiality of Selection Committees

Rotarians who serve on a club or district-level selection committee for an International Service Committee (ISC) program are expected to exercise complete transparency in their familiar, personal, or business relationship with an applicant and must notify the committee chair in advance of the selection process of any actual or perceived conflict of interest due to the committee member's association with a

ISC program award candidate, e.g. employees of the same firm or organization, members of the same Rotary club or member of the same club sponsoring an application, familial relationship, etc. The

selection committee chair will decide how and if that committee member should participate in the selection process for that one or all candidates with whom there is an actual or perceived conflict of interest. If the selection committee chair is the individual with an actual or perceived conflict of interest, the Club board or the The Rotary Foundation (TRF) chair, as appropriate, will decide how and if such chair should participate in the selection process for that one or all candidates with whom there is an actual or perceived conflict of interest.

This policy shall be reviewed annually for the information and guidance of Board members and Committee members. New Board members will be advised of the policy upon entering the duties of Board membership.

Disclosure

I have read and understand the Conflict of Interest Policy ("Policy") as approved by the Board of Directors ("Board").

In compliance with this Policy, the following is a list of all businesses or other organizations, which I, my spouse, or children am/are officer(s), member(s), partner(s) or employee(s) of, or for which I act as an agent, which the Rotary Club of Washington or ISC has or may in the future enter into a relationship or transaction. This would include organizations that could be a beneficiary of funding. Also include the names of a spouse or child(ren) applying for scholarships administered by the Club.

I hereby agree that at any time a matter comes before the Board, or a Committee on which I serve, concerning an existing or contemplated transaction or relationship between the Club and any party which I, my spouse and/or child(ren) have an interest, I shall make known the potential conflict. I understand that I shall not vote on the matter, but will be counted in determining a quorum for the meeting. I further agree to refrain from participating in deliberations related to the proposed transaction or relationship, unless for special reasons the Board or a Committee requests information or interpretation from me.

In submitting this application, I affirm the following (initial the appropriate statement and sign):

- ☐ There is no Conflict of Interest.
- ☐ There is an actual or potential for perceived Conflict of Interest and the details are provided below.

Name _____

Rotary position/title _____

Phone/email address _____



FACT SHEET

Disaster Relief Project “Lights For Puerto Rico”

PROJECT CATEGORY:

Community Service and Fundraising; with components of Peace and Conflict Resolution, Maternal and Child Health, Disease Prevention and Treatment, Education, and Water Sanitation and Hygiene, and Community Development

DETAILED PROJECT DESCRIPTION:

WHY / the Need: On September 20, 2017, [Puerto Rico was devastated](#) by Hurricane Maria. The entire Island lost ITC (e.g. Internet, Cell phone), electrical power and water services; and transportation was severely hindered by gasoline shortages, plus floods and debris blocking roads. This left the Island in the dark, isolated, with little means of communication, and becoming desperate by the minute and heading towards a [humanitarian disaster](#). Many families lost almost all that they owned. Furthermore according to ASTHO (Association of State and Territorial Health Officials), about 20% of Puerto Rico's population suffers some sort of disability making it a very [“vulnerable population in a medical disaster.”](#)

This state of despair and darkness affects health, safety and security; by increasing crime and violence risks; and by hindering self-reliance, food preparation and proper hygiene in caring for [vulnerable-populations](#), such as children, the elderly and those sick. Isolation decreases the ability to organize individual support systems and communities to leverage strengths and optimize resources, adding stressors to those struggling to take care of their families and their communities. Also, until the infrastructure is restored, temporary energy solutions could impact negatively the environment by creating additional waste and fire hazards, and unrest increases amidst a [supply and fuel shortage](#).

WHAT / a Solution: This project will provide thousands of reliable-power devices (i.e. powered by either its built-in solar panel, USB charging cable, or hand-crank) to rural communities outside of San Juan Metro-Area. The first 100 devices are 3-in-1 (i.e. LED flashlight with emergency red lights; cell phone and tablet charger, and a bright night lamp) with an energy-saving setting to provide about 7-48 hours of light. This will enable people to reach first-responders and patrolling law enforcement, as well as their community and individual support systems. We hope to grow the project to provide 4-in-1 devices (with the same as capabilities as the 3-in-1, plus radio), and individual mini-solar panel-kits to refrigerate medicines

HOW / a Simple Plan: The Arecibo Rotary Club (ARC) in Puerto Rico, will collaborate with [Rotary Club of Washington, D.C.](#) (RCDC), who would provide mentorship in fundraising and project management, in addition to seed money to purchase the first 100 devices.

Arecibo Rotary Club will lead the communications efforts and partner with first-responders, Rotary Clubs in Puerto Rico, and other entities; such as, municipal government officers and U.S. Veterans' organizations, etc. to distribute these devices. We aim to develop the project further as the number of products and funds donated grows and the local infrastructure is rebuilt.



[3-1 Reliable-power flashlight and cell phone charger](#)



Vulnerable Populations in a Disaster: The Reality of Puerto Rico

Ralph Rivera Gutiérrez, PhD, MSW^{1,2}, Gabriela A. Algarín Zayas, MPH¹, Julianne Miranda Bermúdez, MS³, Minsol Peña Orellana, EdD, MSc³, Nilsa D. Padilla Elias, MPA¹, Heriberto A. Marín Centeno, PhD^{1,2}, Pablo A. Méndez Lázaro, PhD^{1,3}, Alejandro A. Nieves García, MPHE¹, Héctor J. Robles García, MSc¹, Mónica R. Castellano Vega, MSc¹

¹University of Puerto Rico Center for Public Health Preparedness, Graduate School of Public Health, ²Department of Health Services Administration, GSPH, ³Department of Environmental Health, GSPH

Abstract

Background: The impact of disasters on the population does not discriminate on grounds of sex, age, or socioeconomic status. However, some populations may be more vulnerable than others to an emergency or disaster. Vulnerable populations include those with high risk of disease, injury and disability, who often also lack the resources to address these challenges. **Objectives:** Describe vulnerable populations who may be affected by a disaster in Puerto Rico. **Methods:** This study uses data from 7 secondary databases of vulnerable populations from a comprehensive hazard and vulnerability assessment (CHVA) of the Puerto Rico public health, medical and humanitarian health systems. The CHVA identified and documented the potential hazards, vulnerabilities and risks faced by Puerto Rico's public health, medical and humanitarian health systems. These data included sociodemographic aspects (children, young adults, 5 years old, persons over 65 years old, women heads of household and persons in poverty), homeless persons, and cancer and dialysis patients. **Results:** In Puerto Rico, almost half of the population (48%) is under the poverty level. About 13% of the population in Puerto Rico is older than 65. In addition, 20% of the population has at least one disability. **Conclusions:** Puerto Rico is vulnerable to a great diversity of natural phenomena such as hurricanes, tsunamis, flooding and landslides due to its geographic position in a tropical and seismic active zone. Therefore, it is important to improve the emergency preparedness and response capacity to respond to the special needs of vulnerable populations during an emergency or disaster.

Introduction

The impact of disasters on the population does not discriminate on grounds of sex, age, socioeconomic status or health conditions. However, some populations are more vulnerable in a disaster situation. Vulnerable populations include children under 5 years old, persons over 65 years old, women heads of household, persons in poverty, persons with disabilities, homeless persons, cancer and dialysis patients, and those with high risk of disease, injury and disability, who often also lack the resources to address these challenges. These population groups may be disproportionately affected due to the fact that disaster response work, including evacuation, accommodations in shelters, distribution of food and recuperation efforts may not be accessible to them.

Objective

Describe vulnerable populations that may be affected by an emergency or disaster in Puerto Rico

Methods

This study uses data from seven secondary databases of vulnerable populations from a comprehensive hazard and vulnerability assessment (CHVA) of the Puerto Rico public health, medical and humanitarian health systems. The CHVA identified and documented the potential hazards, vulnerabilities and risks faced by Puerto Rico's public health, medical and humanitarian health systems. These data included sociodemographic aspects (children, young adults, 5 years old, persons over 65 years old, women heads of household and persons in poverty), homeless persons with disabilities, homelessness, and cancer and dialysis patients.

Results

Table 1: Distribution of the Vulnerable Population by the Puerto Rico Department of Health Regions

Region	Children under 5 years old	Persons 65 years and older	Population in poverty	Women heads of household	People experiencing homelessness			
	n	n	%	n	n			
Arecibo	27,148	12	61.812	12	53.3	35,388	11	358
Bayamón	37,888	17	83,845	16	47.9	51,624	17	298
Caguas	36,128	16	79,665	15	48.2	47,568	15	285
Cayman	8,368	4	28,872	4	43.1	11,033	4	87
Mayaguez	30,791	14	85,328	16	52.8	49,875	13	437
Ponce	47,278	21	135,125	24	38.3	79,428	25	1,378
Total	204,586	6	541,989	14	47.8	393,937	6	3,449

Prepared by: JPHU-CHVA 2015. Source: U.S. Census Bureau, 2012 and U.S. Census Bureau, ACS 2008-2012, 5 years. Department of Family Services (2015). Puerto Rico Survey & Housing Inventory 2015. Census as percentage on age & sex by sex, 2015.

In Puerto Rico, almost half of the population (48%) lives under the poverty level and 20.4% of the population has at least one disability. Approximately 21% of the population is at a vulnerable age: about 15% of the population of Puerto Rico is older than 65 and 6% are children under 5 years of age. Women heads of household represent 8% of the population, while persons experiencing homelessness are only 0.1%. The population that requires uninterrupted medical treatment which can be impacted during a disaster includes patients undergoing cancer treatment (2%) and dialysis patients (0.2%).

Table 2: Vulnerable Population Rates by Health Conditions of Persons who Depend on Specialized Equipment for Services by Puerto Rico Department of Health Regions

Region	Disability Incidence Rates (DIRs) (by 15,000)	Age Adjusted Cancer Rates (AACRs) (2008-2012) (by 100,000)
Arecibo	4	281
Bayamón	3	293
Caguas	4	291
Cayman	6	292
Mayaguez	4	284
Ponce	4	301
Total	4	287

Figure 1: Percentage of Population with Disability by Municipality



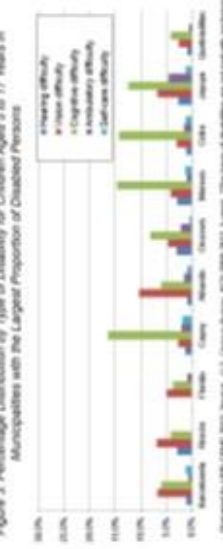
Prepared by: JPHU-CHVA 2015. Source: U.S. Census Bureau, ACS 2008-2012, 5 years.

Figure 2: Percentage Distribution by Type of Disability for Children Aged 0 to 4 in Municipalities with the Largest Proportion of Disabled Persons



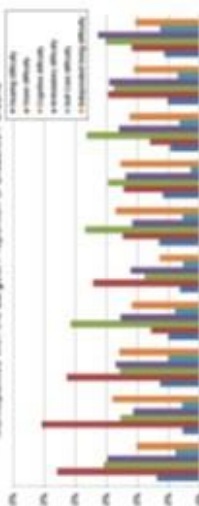
Prepared by: JPHU-CHVA 2015. Source: U.S. Census Bureau, ACS 2008-2012, 5 years. The type of disability are of mutually exclusive.

Figure 3: Percentage Distribution by Type of Disability for Children Aged 5 to 17 Years in Municipalities with the Largest Proportion of Disabled Persons



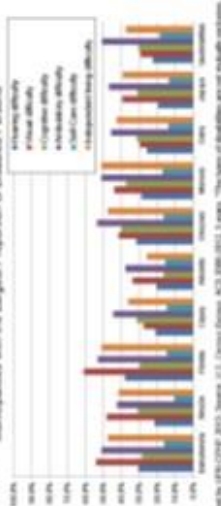
Prepared by: JPHU-CHVA 2015. Source: U.S. Census Bureau, ACS 2008-2012, 5 years. The type of disability are of mutually exclusive.

Figure 4: Percentage Distribution by Type of Disability for Adults Age 18 to 64 Years in Municipalities with the Largest Proportion of Disabled Persons



Prepared by: JPHU-CHVA 2015. Source: U.S. Census Bureau, ACS 2008-2012, 5 years. The type of disability are of mutually exclusive.

Figure 5: Percentage Distribution by Type of Disability for Adults 64 Years and Older in Municipalities with the Largest Proportion of Disabled Persons



Prepared by: JPHU-CHVA 2015. Source: U.S. Census Bureau, ACS 2008-2012, 5 years. The type of disability are of mutually exclusive.

Conclusions

Vulnerable populations may present difficulty in recovering from a disaster event, due to the lack of physical and emotional capability, or lack of social and economic resources during this type of event. The effectiveness of disaster response in terms of protecting vulnerable populations depends on effective planning. It is important to document and characterize vulnerable groups to be able to develop appropriate public policy. The needs of vulnerable populations must be addressed during all phases of preparedness, mitigation, response and recovery. Disaster response and recovery efforts will have a much higher probability of being effective if vulnerable populations are considered during the planning process.

References

- U.S. Census Bureau. American Community Survey (ACS). 2008-2012 (2012 release). Available from: <http://www.census.gov/data/tables/2010/special/acs/2010-2012.html>.
- U.S. Census Bureau. Census of the United States: 2010. Available from: <http://www.census.gov/cen/2010.html>.
- U.S. Census Bureau. Census of the United States: 2010. Available from: <http://www.census.gov/cen/2010.html>.
- U.S. Census Bureau. Census of the United States: 2010. Available from: <http://www.census.gov/cen/2010.html>.
- U.S. Census Bureau. Census of the United States: 2010. Available from: <http://www.census.gov/cen/2010.html>.
- U.S. Census Bureau. Census of the United States: 2010. Available from: <http://www.census.gov/cen/2010.html>.

Funding

This project was funded with federal funds from the Centers for Disease Control and Prevention (CDC) and the Office of the Assistant Secretary for Preparedness and Response (ASPR) of the U.S. Department of Health and Human Services (HHS), administered by the Puerto Rico Department of Health (PRDH) for Public Health Preparedness under contract #01-15-000001. The project was approved by the UPR Institutional Review Board under protocol #01-15-000001.

Conflict of Interest: Ralph Rivera-Gutiérrez, MSc, PhD, Principal Investigator, employee 782-759-2025 ext. 2037.

PLAN for Disaster Relief Project “Lights For Puerto Rico”

PROJECT PHASE	TASK	TASK OWNER & DATE COMPLETION
Initiation/Research	1. Try idea; test interest 2. Begin documenting 3. Gather preliminary data for feasibility and forcefield analysis 4. Get sponsor 5. Research issue and proposed solutions (background, current situation, statement of need, solution, proposed project) 6. Identify stakeholders 7. Identify resources 8. Get key people 9. Get preliminary team 10. Brainstorm 11. Agree on vision 12. Develop concept and distribute	CMA sept 19 CMA sept 19 CMA sept 19 CMA sept 19 CMA sept 19-22 CMA sept 22 CMA sept 22 CMA sept 23 CMA sept 23 CMA sept 23 CMA sept 23 CMA sept 23 CMA sept 23-29
Planning	1. Get project planning team (sponsor, team, stakeholders, etc.) 2. Brainstorm 3. Establish Goals and Measurable Objectives 4. Establish Strategies and Tactics by Priority 5. Address Challenges and Constraints 6. Address Risks and threats 7. Develop Action / Implementation Plan with Tasks and Milestones 8. Develop Budget 9. Develop Timeline 10. Agreed on Plan 11. Develop contingency plan 12. Launch Project 13. Communicate Plan/ Write start up report	CMA sept 25 CMA sept 25 CMA sept 27 CMA sept 27 CMA sept 29 CMA sept 29 CMA sept 29 CMA sept 29 CMA sept 29 CMA sept 29 CMA sept 29 CMA sept 30 TBA TBA

Implement Monitoring	<ol style="list-style-type: none"> 1. FORMING: Build project team 2. STORMING: Establish decision making process 3. STORMING: Establish order and changes authorization and sign off procedures 4. STORMING: Establish problem-solving conflict resolution mechanism 5. NORMING: Establish Communication Protocol 6. NORMING: Establish Documentation and Reporting Requirements 7. NORMING: Establish Monitoring Indicators 8. NORMING: Establish Quality /Excellence Criteria 9. PERFORMING: Monitor indicators 10. PERFORMING: Share data and knowledge 11. PERFORMING: resolve issues make adjustments 12. PERFORMING: Review meeting and update 13. PERFORMING: Purchase Devices 14. PERFORMING: Deliver Devices 15. PERFORMING: Seek Partners for Distribution 16. PERFORMING: Plan for project expansion (adjusted scope/budget/timeline/action plan) 17. PERFORMING Develop communication campaign 18. PERFORMING Distribute Tool kit, media kit to raise awareness 19. PERFORMING: Develop fundraising campaign 20. PERFORMING: launch crowd funding and social media sites 21. PERFORMING: Develop fundraising and business partnership 22. PERFORMING: Seek Partners for Distribution 	<p>CMA Oct 1-7 TEAM Oct 1-7 MNP TBA</p> <p>TEAM Oct 1-7</p> <p>TEAM Oct 1-7 TEAM Oct 1-7</p> <p>TEAM Oct 1-7 TEAM Oct 1-7</p> <p>TEAM Oct 1-7 TEAM Oct 1-7 TEAM Oct 1-7 TEAM Oct 4</p> <p>MNP Oct 4 CMA TBA CMA Oct 4- 16</p> <p>TEAM Oct 7-20</p> <p>TEAM Oct 7-14 TEAM Oct 7-14 TEAM Oct 7-14 TEAM Oct 7-20 TEAM Oct 7-20 TEAM Oct 7-20</p>
Evaluate	<ol style="list-style-type: none"> 1. Assess Project Outcome and Impact 2. Assess Sponsor satisfaction 3. Assess Customer satisfaction 4. Assess Stakeholder satisfaction 5. Assess Team satisfaction 6. Document insights, knowledge, know-how, lessons learned and best practices 7. BEGIN Project Expansion Initiation / Research 8. Thank team and closure RCDC 100 lights project 	<p>CMA Oct 21-23 CMA Oct 21-23 CMA Oct 21-23 CMA Oct 21-23 CMA Oct 21-23 CMA Oct 24-31</p> <p>CMA Oct 24-31 CMA Nov1</p>

Rotary Club to Puerto Rico						
	MAB 10/6/17					
SKU	Model	Qty	RETAIL COST	RETAIL TOTAL	WS Cost	WS TOTAL
90110	Torch 250	100	\$79.95	\$7,995.00	\$44.00	\$4,400.00
			RT SUBTOTAL	\$7,995.00	WS SUBTOTAL	\$4,400.00
						\$4,400.00
		Box dimension (LxWxH)				
		16	11	13	Boxes	13
					TOTAL WEIGHT IN LBS	150