Rotary Club of Novato Sunrise

Service Project Initiation and Funding Protocol

Club Organization

President

President Elect

Secretary

Past President

Club Board

Club Administration Related

501c(4) Organization

Treasurer

Club Service

Membership

Public Image

Foundation Board

Fundraising & Service Related

501c(3) Organization

The Rotary Foundation

Treasurer

Community Service

International Service

Vocational Service

Youth Service
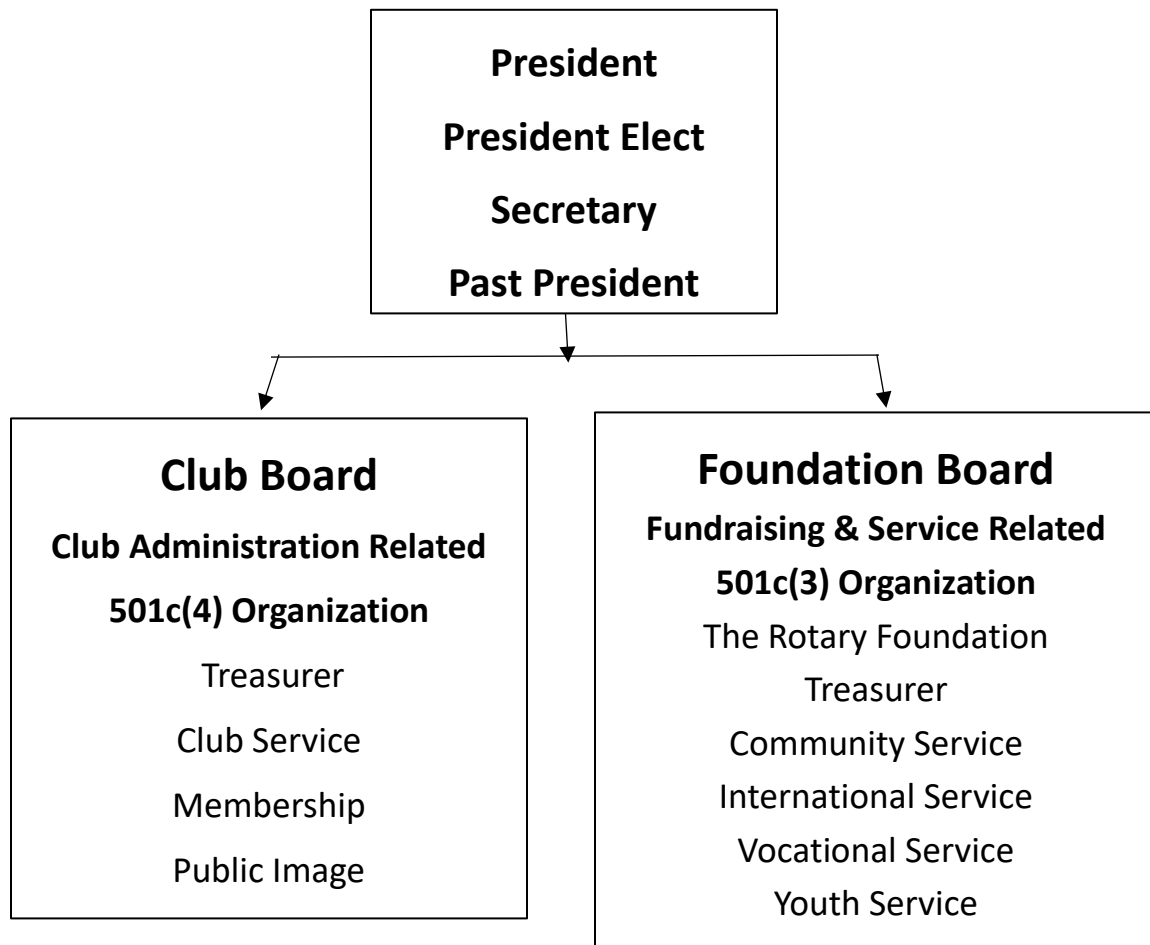
Service Areas: The Service Committees shall have the authority to determine the project(s) to work on if the projects are within the Rotary International's six areas of focus:

- Promoting peace
- Fighting disease
- Providing clean water
- Saving mothers and children
- Supporting education
- Growing local economies

Service Project Initiation

There are four Service Committees: Community Service, International Service, Vocational Service and Youth Service. Each committee chair is a member on the Foundation Board.

Service projects can be requested by anybody such as Sunrise Rotarians, other Rotary clubs, Rotary District(s), and/or community members or organizations.

ALL Requests shall be routed to the appropriate committee Chairs to be handled.

The committee chairs shall do an initial screening to determine if these are suitable projects for their committees. If so, he/she shall bring the project to the committee members to determine whether the project should go forward.

If the committee elects to do the project, the project has been done before, and there is no funding request, the committee can go ahead, plan and proceed with the project.   If the project is a new project, the Committee Chair shall bring it to the Foundation Board for approval before proceeding.

The committee chair reports the project status at the Foundation Board meeting.

If the project requires funding, please follow Project Funding Procedure before proceeding.

To keep the Club informed and engaged, the Committee Chairs will document and inform general membership of project activities.

A Service Committee shall have the authority to determine the project(s) to work on and how to proceed (see Project Initiation).

Projects Listed on the Approved Budget

If the service project is on the approved budget, the project cost does not exceed its original budget by more than $500, and there is sufficient funding within the committee's overall budget, then the project can go forward.

If not, then the committee shall determine if they want to proceed with the project at either a lower level to fit within the committee's budget constraints, or at a higher level which will require the additional funding from the Foundation Budget.

If at lower funding level that fits within the committee's budget constraints, the project can go forward

If the project requires additional funds from the Foundation, then the Committee Chair shall bring the funding request to the Foundation Board to be approved.

If the Foundation Board approves, then the project can go forward.   If the foundation board approved at a lower funding level, then the project goes back to the committee to be renegotiated before going forward.

Projects Not Listed on the Approved Budget

Service projects not listed on the approved budget which require funding shall be brought by the Committee Chair to the Foundation Board for approval.

Board Approval Process

All the communications for Service Projects to/from the Foundation Board shall be handled by the Committee Chair. The Board prefers to handle requests that require approval at Board meetings.   Committee Chairs shall complete a "Request for Approval of Service Project" (see Attachment 1) and forward this to all Board members at least 3 days prior to the Board meeting. If the project is time sensitive, then an email approval or special Foundation Board meeting shall be conducted. If the request is handled by email, then the Committee Chair shall include a completed "Request for Approval of Service Project" in their email to

the Board. Voting at Board meetings and circulation of proposals for Board approval via email shall be conducted by the President.

Foundation check requests for approved project/funding shall be made by the Project Lead and/or committee Chair to Foundation Treasure as funds are needed.

The committee chairs shall report project status at the Foundation Board meetings. If the committee chair is not available, then the committee chair can either turn in written report or designate another committee member to report in his/her place.

To keep the Club informed and engaged, the Committee Chairs will document and inform general membership of project activities