**Rotary Club of Lexington Sunrise**

**New Community Service / Fundraising Project**

**Policies and Procedures**

**January 20, 2015**

In an effort to advance its Long Range Plan (LRP) and Annual Plan (A/P) objectives regarding community service and targeted financial distributions to the community, the Rotary Club of Lexington Sunrise (RCLS) will, at Board Meetings in January and July of each year, evaluate proposals from Members for potential new community service or fund raising projects**.**

Recognizing that the most successful projects are invariably those that originate from the Membership and are led by a “project champion”, the following Policies and Procedures are adopted by RCLS.

**Small Project Proposal…*Community Service* *Only***

A proposed small Community Service project will receive expeditious consideration by the Board, when the project champion submits the completed Small Project Proposal form to the Board for its decision; and, inclusion in the relevant RCLS Board Minutes.

In the event, the proposed small Community Service project:

1. requires no financial support from the Club
2. requires fewer than 20% of the Active Members to complete
3. does NOT compete directly with any current RCLS Project; or, a “signature” project of a RCLS Major Event Sponsor, or Lexington Sunrise Rotary Club Foundation (LSRCF) Grantee
4. has been “accepted” by the recipient organization

**Major Project Proposal…*Community Service and/or Fundraising***

If the proposed project is a fundraising initiative, requires Club financial support; and/or, will require the participation of more than 20% of the Active Members to complete, then the project champion will be required to complete Step 1 of the Major Project Proposal…*Community Service/ Fundraising* form and submit it to the Club Secretary (for distribution to all Board Members) one week prior to the Board Meeting at which all such project proposals will be discussed.

Following the Q&A on all new project proposals, the Board will determine, by a majority vote of those Board Members present, which of the new proposals they may recommend for further analysis.

**Step 2**

The assessment process in Step 2 is a deliberate effort to ensure that there is a basic Project Plan in place that will optimize the probability of success. The assessment will be conducted by the Project Champion and the AOS Directors of Club Service, Community Service; and, a 3rd AOS Director of their choice. It will be completed within 30 days of the Board Meeting at which it was introduced; and, address the following:

* **SMART** (**S**pecific, **M**easurable, **A**ctionable, **R**ealistic, **T**ime Limited) Project goals
* An outline of an After Action Report that identifies the metrics used to evaluate Project outcomes vs SMART goals; and, the threshold the Project Team will use in a Go/No-Go recommendation for Year 2
* Formal acceptance of the Project Plan by the relevant AOS Director and Committee Chair

At the next scheduled Board meeting, the RCLS Board will review the project recommendations of the Step 2 evaluation team; and, determine which projects, if any, will be added to the Long Range Plan, Annual Plan, and the Club’s schedule of projects / events.

**Small Project Proposal…*Community Service* *Only***

**Project Champion:**

**Project Description: (What, When, Who Served, Community Benefit, Anticipated Outcome)**

**Members willing to volunteer (**signatures**):**

**“No Red Flag” Project Check List:**

**\_\_\_\_\_ No LSRCF $ required**

**\_\_\_\_\_ # volunteers < 20% RCLS Membership**

**\_\_\_\_\_ No competition with RCLS project / event**

**\_\_\_\_\_ No competition with RCLS Sponsor or LSRCF Grantee “signature” project / event**

**\_\_\_\_\_ Acceptance of RCLS volunteers / proposed project by “recipient” organization**

**Acknowledgments: (**initials**)**

**AOS Director: \_\_\_\_\_ \_\_\_\_\_Date**

**Committee Chair (if applicable) \_\_\_\_\_ \_\_\_\_\_Date**

**RCLS Board Approval \_\_\_\_\_ \_\_\_\_\_Date**

**Major Project Proposal…Community Service / Fundraising**

**Step 1** (Completed by Project Champion)

**Project Champion:**

**Project Description: (What, When, Who Served, Community Benefit, Anticipated Outcome)**

**Assign weight (total = 100%) between Community Service and Fundraising goals**

 **Community Service \_\_\_\_\_ Fundraising \_\_\_\_\_**

**Resources Required:**

1. **Financial**
2. **# Volunteers *Needed***
3. **# Volunteers *Committed***
4. **Other**

**Step 1 Acceptance**

**AOS Director (s): \_\_\_\_\_ \_\_\_\_\_**

**Committee Chair (if applicable) \_\_\_\_\_**

**Major Project Proposal…Community Service / Fundraising**

**Step 2** (Completed by Project Champion and AOS Directors)

**SMART** (**S**pecific, **M**easurable, **A**ctionable, **R**ealistic, **T**ime Limited) Project goals

An outline of an After Action Report that identifies the metrics used to evaluate Project outcomes vs SMART goals; and, the threshold the Project Team will use in a Go/No Go recommendation for Year 2

**Project Plan Accepted:**

**\_\_\_\_\_ AOS Director \_\_\_\_\_ Committee Chair**

**\_\_\_\_\_ AOS Director**

**\_\_\_\_\_ AOS Director**

**RCLS Board Decision**

**\_\_\_\_\_Approved \_\_\_\_\_Deferred \_\_\_\_\_Denied \_\_\_\_\_Date the completed**