**Individual Project Report – Addendum 1 To District Grant MOU**

Return this completed form to your District Rotary Foundation Committee Chair. Do not send this form directly to TRF.

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| --- | --- | --- | --- | --- | --- |
| Rotary Club: | Rotary Club of SC | | | | |
| Project Title: | Reading program for XYZ elementary school in SC | | | | |
| Progress report | |  | Final report | x |

**Project Description**

1. Describe the project. What was done, when, and where did project activities take place? If this is a progress report, what remains to be done?

This project was undertaken to provide age appropriate books for all 2nd grade students at XYZ elementary school in SC and to have Rotarians read to the students and help them select a book to take home. The program is also structured to assist parents in selecting age appropriate books for their children and to encourage at home reading. The XYZ school is located in a rural area with extreme poverty. The school struggles with students not participating in at-home learning. Reading at grade level is a constant problem.

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| 2. How many people benefited from this project? | (65) 2nd grade students and parents |

1. Who were the beneficiaries, how were they impacted by this project, and what humanitarian need was met?

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| 7 year old children were the primary beneficiaries along with their siblings. The children benefited from the attention shown them by Rotarians and from the extra reading sessions. They also were able to take books home for additional learning opportunities. The children also were able to interact with Rotarians and ask questions about careers and higher education. Parents appreciated the interaction with community leaders who showed support for their children. |

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| 4. How many Rotarians participated in the project? | 18 |

5. What did they do? Please give at least two examples, not including financial support provided to the project.

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| 1. Rotarians met with the guidance counselors at the school and constructed a list of age appropriate books.  2. Rotarians purchased the books, affixed a Rotary label in the books, took the books to the schools and stocked the shelves.  3. Rotarians read to the children on two Fridays in December and on January 25th, a group of Rotarians met with the children and their parents for a brief social period and helped them select a book to take home. |
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6. If a cooperating organization was involved, what was its role?

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| The XYZ Elementary school was involved in this project and the local bookstore in our town offered us a 10% discount for all books purchased for this project and donated $500 for additional books of our choice. The local McDonalds provided juice and muffins for our Jan 25th meeting. |

###### **Financial Report** (District must retain receipts of all expenditures for at least five years)

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| --- | --- | --- | --- | --- |
| Currency Used: | US$ | Exchange Rate: |  | = 1 USD |

7. Income

|  |  |  |
| --- | --- | --- |
| **Sources of Income** | **Currency** | **Amount** |
| 1. District Simplified Grant funds received from the District |  | $1,500 |
| 2. Other funding (specify)      club provided funds |  | $1,500 |
| 3.      local “friend of the community” donated funds |  | $500 |
| **Total Project Income** |  | $3,500 |

8. Expenditures (please be specific and add lines as needed)

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Items** | **Name of Supplier** | **Currency** | **Amount** |
| 1.      Books | John’s bookstore |  | $3,450 |
| 2.      labels | Walmart |  | $50 |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| **Total Project Expenditures** |  |  | $3,500 |

**Certifying Signature**

By signing this report, I confirm that to the best of my knowledge these District Simplified Grant funds were spent only for eligible items in accordance with Trustee-approved guidelines, and that all of the information contained herein is true and accurate. I also understand that all photographs submitted in connection with this report will become the property of RI and will not be returned. I warrant that I own all rights in the photographs, including copyright, and hereby grant RI and TRF a royalty free irrevocable license to use the photographs now or at any time in the future, throughout the world in any manner it so chooses and in any medium now known or later developed. This includes the right to modify the photograph(s) as necessary in RI’s sole discretion. This also includes, without limitation, use on or in the web sites, magazines, brochures, pamphlets, exhibitions and any other promotional materials of RI and TRF.

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| --- | --- | --- | --- |
| Certifying Signature | Please manually sign your name here | Date: | February 21, 2013 |
| Print name, Rotary title, and club | Mary Smith | | |

To be completed by the District Rotary Foundation Committee Chair:

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| --- | --- | --- | --- |
| District Simplified Grant # |  | Individual Project Report # |  |

Please remember that this form is not complete until you attach receipts for the expenditures listed above. In this case, the minimum you must attach would be expenditures totaling $3,500… the amount of the DSG and the club’s match. You may attach receipts for the total project if you choose.

Please send the report and the receipts to:

Retta Guthrie at [guthrier@octech.edu](mailto:guthrier@octech.edu)

or fax to 803/535-1210.