

## Request For Project 2008-2009

<b>Name of Organization:</b>		<b>Date Submitted:</b>	
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**Adviser(s):**

**Title of Project:**

**Location of Project:**

**Beginning Date of Project:**

**Ending Date of Project:**

**Has the committee-**

Sufficiently researched this project?  Yes  No  Unavailable

Reviewed Last Year's Project Files?  Yes  No  Unavailable

Sought advice from those involved with the project last year?  Yes  No  Unavailable

### Project Proposal

**I. Purpose:** Specify what you want to do, for whom, and why.

**II. Need:** State the reasons why the organization would like to complete this project. For fundraising projects identify what the funds raised will be used for.

**III. Plan:** **On a separate sheet** list the organization's **step-by-step plan** to accomplish the project. Include what it will cost in money, man-hours, or other resources. Specifically list the equipment needed, the participants and their duties. We recommend that this plan be typed and submitted in paragraph or bulleted form.

**Organization Signatures-**

**President:** \_\_\_\_\_

**Project Chairperson(s):** \_\_\_\_\_

**\*Faculty Adviser:** \_\_\_\_\_

\*(Your signature indicates that you have reviewed the Project Approval form and the attached information regarding the financial policies of Virginia Beach City Public Schools. Please contact Mary Greber or Nidia Miller with questions/concerns.)

----- **-Fund Raising Projects Only -** -----

**Anticipated Revenue from project:**

----- **- RFP Committee Use Only -** -----

Date Form Submitted:

Budget included in packet:  Yes  No  Not Applicable

_____		Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>
Student Activities Coordinator	Date	
_____		Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>
Principal	Date	

**Comments:**

(Enter to insert third page for completion of the step-by-step plan as needed.)