

**DISTRICT 8-S PROJECT FORM**

(Revised 7/6/04)

Referral form attached

This form is to be used to enlist the aid of the District when a project is too large for one club. The sponsoring club must complete the steps below and the attached referral form before submitting the project to the District.

**The sponsoring club will be responsible for 10% of the project cost!**

- 1. Sponsoring club membership approves project but approved project is too large for sponsoring club, i.e.; high cost, not enough manpower, long-term needs, etc

Sponsoring Club President. \_\_\_\_\_ Date \_\_\_\_\_

**Complete the attached referral form and the project form then review it with your Region 8-S Charities Representative.**

8-S Charities Region Rep. \_\_\_\_\_ Date \_\_\_\_\_

**After completing Line 1 items 2 through 4 must be completed by the sponsoring club.**

- 2. Present project to club's zone. If Zone **accepts** project then process stops. If Zone approves project but cannot sponsor due to high cost, not enough manpower, long-term needs, etc. then proceed to **LINE 3**.

Zone \_\_\_\_ Chairperson \_\_\_\_\_ Date \_\_\_\_\_

- 3. Zone approved project is presented to Region by sponsoring club. If Region **accepts** project then process stops. If Region approves project but cannot sponsor due to high cost, not enough manpower, long-term needs, etc, then proceed to **LINE 4**.

Region \_\_\_\_ Chairperson \_\_\_\_\_ Date \_\_\_\_\_

- 4. This project approved by the Sponsoring Club, the Zone and the Region, is submitted to the **District Governor** who will refer it to District 8-S Charities board for review and presentation to the Membership of District 8-S at the next cabinet meeting. **The review and presentation by 8-S Charities is not an automatic acceptance of this project.**

District Governor \_\_\_\_\_ Date \_\_\_\_\_

Received by 8-S Charities \_\_\_\_\_ Date \_\_\_\_\_

This project will be accepted or rejected by the District Membership, if approved then the project funding oversight will come from 8-S Charities Board **but funding and manpower must come from the District and the sponsoring club**. If disapproved the project is returned to the sponsoring club.

Presented to 8-S Membership, Date \_\_\_\_\_, Accepted / Rejected

The total time needed to complete the above process may take only days, but it also may take up to 3 months due to the time between meetings of the District. It's up to the sponsoring club to move this project forward to the District. The moving forward of this project is not 8-S Charities responsibility.