

PROPOSAL FORM

I. General Information

Committee: _____

Date: _____

Form Prepared By: _____

Name of Project: _____

Brief Description:

II. Details

Time and Date: _____

Location: _____

III. Costs

Monetary Chapter Contribution: Outline all costs with prices for each item needed and include a total initial cost for the project.

Personnel Commitment: Include the number of members needed for the project and the number of hours each member or the group would have to contribute to the project.

VI. Benefits

Funds: Estimation of net funds gained if it is a fundraising activity.

Non-monetary Benefits:

V. Documentation

Signatures:

Member: _____

Date: _____

Committee Chair: _____

Date: _____

Documentation:

Attachment 1: _____

Attachment 2: _____

*Documentation necessary for proposals must be attached to this form at the time presented during a chapter meeting!