

Community Project Awards (CPA)

Hard Copy for SWONT District - How To Do It

1. Choose a Club Project
2. Purchase a 1-inch 3-ring binder
3. Form a Committee:
 - Chairperson
 - Photographer
 - Document Manager
 - Co-Chair to check agenda.
4. Prepare a budget
5. Present your budget and plan to your Board for approval and funding.

Good Luck!

Completed CPA entries to Mary Clark or Janet Waite

Optimist International
Community Project Awards Entry
Project Story

Title of Project

Community Service Fundraising

Single Club Entry Multiple Club Entry

Sponsoring Optimist Club

Submitting Club Number

Contact Person Email address

Phone Number Work Number

Address

City Postal Code

Number of members involved in project

Number of youth served / attending

Date project approved by Club

Date project completed from to

Estimated Project hours Optimist Other

Number of club members required to coordinate project

How many times has the club run this project?

Answer the following questions (typewritten, please) with as much detail as possible. Attach answers using additional pages.

1. Give a description of the project.
2. List specific goals for the project.
3. Why did your Club choose to do this project?
4. Explain the publicity/promotion plan for this project.
5. Please list the specific duties required for the project from planning to completion. Include not only Club responsibilities but also any outside organization participation.
6. List specific materials, supplies and resources required for the project.
7. Provide a timeline of all project steps from planning stages to final completion of the project. Please include dates and person responsible (job title).
8. Describe how the project benefitted youth.
9. Describe how the project benefitted the community.
10. Describe how the project the Club, considering both planned and unexpected results. Examples: participation/involvement, improved Club awareness, Membership/growth, etc.
11. Describe any complications encountered and how they were resolved during the project.
12. List any recommendations for Clubs considering running this project.
13. Would your Club run this project again? Why or why not?
14. If your Club would run this project again, what changes would be made?

Suggested Layout of Table of Contents

Section 1 – Project Story

Section 2 – Reference Section

Section 3 – Publicity

Section 4 – Properly Identified Photographs