

**Optimist International  
Community Projects Awards Entry  
Project Story 2011-2012**

Title of project \_\_\_\_\_

Best Film

Best Writing

Single Club Entry

Multiple Club Entry

Submitting Optimist Club \_\_\_\_\_

Submitting Club number \_\_\_\_\_

Contact Person \_\_\_\_\_ E-mail Address \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_ Work Number ( ) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Postal Code \_\_\_\_\_ District \_\_\_\_\_

Number of Club Members involved in project \_\_\_\_\_ Number of Members in the Club \_\_\_\_\_

Number of youth served/attended \_\_\_\_\_

Date project approved by Club/Board of Directors: \_\_\_\_\_

Date project completed From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

Estimated project hours: Optimist \_\_\_\_\_ Other \_\_\_\_\_

Number of Members needed to coordinate project: \_\_\_\_\_

How many times has the Club run this project? \_\_\_\_\_

**Answer the following questions with as much detail as possible.**

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 other outside organization participation.
6. List specific materials, supplies and resources required for the project.
7. Provide a timeline of all project steps from the planning stages to the final completion of the project. Please include dates and person responsible (job title).
8. Describe how the project benefited youth.
9. Describe how the project benefited the community.
10. Describe how the project impacted 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 this 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?

Complete the following detailed budget. The items mentioned are examples only and Clubs should tailor the budget to fit their project.

# Budget

<b>Income</b>		
Club funds allocated		\$
Outside monetary donations	.....	\$
Value of donated items	.....	\$
<b>Total</b>	.....	\$
.....		
<b>Expenses</b>		
Cost of items utilized		\$
Space/equipment rental	.....	\$
Cost of outside services (ex. band or DJ, security, etc)	.....	\$
Cost of printed materials (ex. tickets, programs, etc)	.....	\$
Cost of prizes or awards purchased	.....	\$
Other	.....	
<b>Total</b>	.....	\$
<b>Profit or Loss</b> (put parentheses around a resulting loss of funds)	.....	\$