

## Key Club - Project Request Form

*Complete entire form, including the mandatory attachment of additional documentation, and return to the Vice-President of Service.*

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Project Name: \_\_\_\_\_

Anticipated Date(s) of Project: \_\_\_\_\_

Anticipated Location of Project: \_\_\_\_\_

Type of Project:  Service Meeting Project       Continuous (Annual) Project

One-Time Project

Other: \_\_\_\_\_

I have attached additional documentation to validate the legitimacy of the project (i.e. organization's mission statement, paperwork, non-profit status, etc.). If you are not using an established project or organization, provide documentation to validate the organization or people benefitting from the project.

Expected Costs: \_\_\_\_\_ Estimated Planning Time: \_\_\_\_\_

Brief Outline of Expected Expenditures (i.e. stage - \$100, DJ - \$50, utensils - \$30):

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Brief Description of the Project: explain what the project is and its purpose/importance.

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By signing below:

- A. Understand that project request will be reviewed and subject to approval by the Key Club Board of Directors, the Key Club sponsor, Kiwanis, and/or a school administrator.
- B. Understand that you must meet all requirements as outlined by the 'Project Approval Process' of the Cooper City Key Club Bylaws for complete approval of project.
- C. Understand that if project is approved, all actions taken by project chair or leader must be reported to the Key Club Board of Directors, the Key Club sponsor, Kiwanis, and/or a school administrator prior to execution of actions.
- D. Agree to perform or ensure the completion of all paperwork and actions required by Cooper City High administration or Key Club.
- E. Agree to complete the project evaluation form found on the key club website after the completion of your project.
- F. Agree you will become project chair, upon approval.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Date of Project Approval: \_\_\_\_\_

Key Club President Signature: \_\_\_\_\_

Key Club Advisor Signature: \_\_\_\_\_