Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Project:

***This form is expected to be filled out at least 3 weeks prior to any event. The form must be completely filled out (including all forms and signatures) prior to starting the project in order to receive a grade for the project.***

**Goals:**

Indicate which goal(s) this project works towards fulfilling:

* SUPPORT
* EXCITE
* LOVE

Specifically indicate how this project will work towards fulfilling these goals:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Forms:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Type of Form | ASB Calendar (Check for no conflicts on Master ASB Calendar) | Facility Request Form -Couty(2 weeks minimum notice) | Purchase Orders- Pfeifle(2 weeks minimum notice) | Fundraiser Request Form- Pfeifle(2 weeks minimum notice) | Cash Box Request - Pfeifle(3 days minimum notice) | Guest Speaker Form- Connolly(2 weeks minimum notice) |
| Date submitted |  |  |  |  |  |  |

**Supervision Needed for Project:**

|  |  |  |
| --- | --- | --- |
| **Supervisor** | **When?** | **Supervisor Initials** |
|  |  |  |
|  |  |  |

**Budget:** Complete the table below or create on a separate sheet of paper and attach to proposal

|  |  |  |
| --- | --- | --- |
| **Item** | **Cost** | **Account** |
|  |  |  |
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**Plan:** Complete the table below or create on a separate sheet of paper and attached to proposal. This needs to be a detailed step by step plan.

|  |  |  |
| --- | --- | --- |
| **Specific Action To Be Taken** | **Completion Date** | **By Whom (Must be a Single Person, even if others plan to help)** |
|  |  |  |
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**Publicity Needed for Project:**

|  |  |  |
| --- | --- | --- |
| **Publicity** | **Who?** | **When?** |
|  |  |  |
|  |  |  |
|  |  |  |