# ROTARY CLUB OF ….

***Submission to the ….***

**TITLE**

# ISSUE

Is this an issue that the Board needs to consider? Is this a request for funding? A project request? This only needs to be several lines of information that represents your request (replace this text with the appropriate information).

# BACKGROUND:

Any background on the issue/funding request/project. Please make this information as concise as possible (replace this text with the appropriate information).

# CURRENT

What is the current situation? What are the benefits? Why should we be involved? (replace this text with the appropriate information).

# COMMENT

Add any supporting comments that may help your submission (replace this text with the appropriate information).

# FUNDING

Include an overview of the funding required. What activities/resources will the funds be allocated for? Is this a once of funding request or may it be ongoing? If it is a project will you be requesting funds from a supporting organisation? If so please give details. Often a table helps clarify the information. (replace this text with the appropriate information).

For example

| Item | Cost |
| --- | --- |
|  |  |
|  |  |
| Total |  |

# CONSULTATION

Have you consulted with any club, community or organisational members about this request? (replace this text with the appropriate information).

**RECOMMENDATION(S):**

That the……..

Submitted by

Add your name and contact details (replace this text with the appropriate information).