Millbrae Lions Club

Project Planner

PROJECT DESCRIPTION

1. Name or description of project:
2. Date       Start Time       End Time
3. Purpose of project:
4. Lion Project Chair
5. Requesting Organization:
6. Organization Contact:
7. Contact email:     @
8. Contact Primary Phone #:(   )    -
9. Contact address (optional):
10. How many participants?

RESOURCES

11. Equipment (ex. Grill, tools, serving utensils):

12. Supplies (pancake batter, beverage, etc.):

13. Shifts times & volunteers needed/shift.

14. Special needs/equipment/skills needed (ex. Volunteer to tow MLC trailer)

BUDGET

15. Estimate $ to nearest $20

16. Source of funding:

MLC $      Requestor $

COMMENTS

Instructions:

1. Name of Project (Short title or description of project. Ex. Meadows Pancake Breakfast)
2. State the date(s) and duration of the project. Ex. 11/24/2015 from 6am-12noon.
3. Purpose of project. Describe in a sentence what is the purpose of the project. Ex. Raise money for Meadows Elementary School for money to purchase school supplies.

6. Can have more than one contact. The more contacts the better.

10. Estimates will be used to determine needed budget and supplies. MLC is often asked to donate the cost of supplies.

11. Make a list of everything that is needed to make the event successful. We will use this and the supplies list for future projects planning. Suggest you find a co-chair or ask for Lion volunteers to gather equipment. Sometimes it may include the trailer, in which case, you must need to arrange for transportation of the trailer.

12. Shopping for supplies, though straight forward, requires some logistics such as refrigeration, transport, storage, etc. Make a list of supplies. This list may be used for future project planning.

13. Overlap shifts to ensure a smooth shift change; at least a 15-minute overlap. This ensures the next shift gets briefed and minimizes disruptions in service.

16. Check all that applies. MLC may contribute a part or whole of the project costs.

Thank you for volunteer.

Lion’s got the mojo. Lion’s roar!