



Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2020
PROJECT PROPOSAL TITLE:	Travel for 3 ERDBA Directors to attend USDBF AGM on 3/7/20 in Sarasota Florida
SUBMITTER NAME:	Ellen Law
SUBMITTER CLUB:	ERDBA Officer

About this project

ACTION - (The HOW) describe how to get this done:

- Cover travel expenses for all three ERDBA-based USDBF Directors to attend USDBF AGM scheduled for 3/7/20 .

DESCRIPTION - (The WHAT) describe the project and scope:

- Travel, housing and meals for two nights, and 2 days (Arrival Friday evening and depart Sunday AM). Two rooms, where rooms shared by directors of same gender.

BENEFIT TO ERDBA - (The WHY) list benefit(s) to ERDBA and/or Members:

- Provide ERDBA's USDBF directors an opportunity to have a face-to-face with their board counterparts in a full day meeting.

REQUIREMENTS - (The NEED) list support needed to initiate and complete project:

- Early approval provides opportunity to secure lower cost options.

Operational Budget

REVENUE - estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA: ZERO

EXPENSES - estimated expenses, costs:

- Room with 1 director capped at \$1100, room with 2 directors capped at \$950 each for 2 night stay (flights estimated at \$500, 2 rooms at \$160/night, meals at \$150, \$60 parking, \$75 car rental)

NET ANNUAL BUDGET IMPACT TO ERDBA - estimated: \$3000

Project Details / Logistics

SITE - Project Location:

- Meeting location: Nathan Benderson Park, Sarasota, Florida

EQUIPMENT REQUIRED: NONE

DATE(s) (please try not to conflict with area member events):

- Event date: Saturday, March 7, 2020.

Other Comments: NONE

Director name/date:	Confirmed by Exec Officer:
Circle Vote: Yes No Abstain Reason for "No" vote:	Ver 10.23.18