



Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2019
PROJECT PROPOSAL TITLE:	Spring and Fall ERDBA AGM
SUBMITTER NAME:	Ellen Law
SUBMITTER CLUB:	ERDBA Officers

About this project

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

- Provide funding for ERDBA 2019 Spring and Fall AGM

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

- Each year ERDBA officers, Directors and membership need this opportunity to meet and get updates on regional activities. Funding will provide reimbursements for facility rental costs, lunch refreshments for attendees and travel reimbursement for officers.

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

- Ensures AGMS are funded to allow face-to-face meetings

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

- Member support to provide host sites.

Operational Budget

REVENUE - estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA: None

EXPENSES - estimated expenses, costs: \$1400 total funding for the two meetings.

NET ANNUAL BUDGET IMPACT TO ERDBA - estimated: \$1400

Project Details / Logistics

SITE - Project Location:

- ERDBA team site.

EQUIPMENT REQUIRED:

- Room for seating 20-30 attendees, power and phone/wifi/cell access for a conference phone setup

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

- Preseason, Post season

Other Comments: None

Passer
Ellen Law 11/3/18
Jan Lew 11/3/18

Director name: *39* _____
 Confirmed by Exec Officer: _____
 Circle Vote: Yes No Absent Reason for "No" vote: _____
 Ver 102518