



Eastern Regional Dragon Boat Association

www.erdba.net

Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2017 Spring Supplemental budget
PROJECT PROPOSAL TITLE:	ERDBA Tee Shirts for staffers
SUBMITTER NAME:	Ellen Law
SUBMITTER CLUB:	NJDBC

About this project

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

Purchase 30 ERDBA staff shirts to give away to folks who staff ERDBA tables at ERDBA-sanctioned events.

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

Give out 1 shirts to 1-2 ERDBA volunteers who agree to staff an ERDBA info table at an ERDBA sanctioned event. The shirt represents a thank you for serving. Staffers would distribute handouts and provide answers to any questions about dragon boating or ERDBA. Will provide staffers with talking points.

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

Provide a little incentive for folks local to an ERDBA event, to setup and staff an ERDBA table for 2-3 hours during the event. An ERDBA table would provide ERDBA visibility. ERDBA would provide some handouts about ERDBA. 1-2 staffers would be given an ERDBA shirt per event. We currently have 15 ERDBA events.

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

Staffer must represent an ERDBA team in good standing, be a member of good standing on this ERDBA team, and must ensure the table is staffed with at least one person for 2-3 hours during the event.

Operational Budget

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

No fee collected

EXPENSES – estimated expenses, costs:

\$350 cap

NET BUDGET IMPACT TO ERDBA - estimated:

- \$350

Project Details / Logistics

SITE – Project Location: NA

EQUIPMENT REQUIRED: ERDBA race organization to provide a table

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

ERDBA staffers would be AT one of the 15 ERDBA member race organization members.

Other Comments:

President would either delegate to a committee or coordinate assignments of staffers to ERDBA events.