

LWV of Marquette County
Project and Event Proposal **Form**

Your request for the board's review of a project or event may be submitted on this form or these questions can be addressed in an email to the Convener.

1. **Brief description** of the project or event being proposed:
2. **Date(s)** of the event or project completion:
3. **Who will coordinate** or oversee the project/event?
4. Will there be a **League Committee** involved in the planning and coordination? If yes, which committee (existing or ad-hoc)?
5. What are the estimated **expenses**? Please indicate if expenses will be covered by in-kind, other donations or grants or if reimbursement from the local League account will be requested.
6. What are the estimated **volunteers** you think you will need to complete this project? Are there specific skills or training that are needed for the volunteers? Do you have volunteers already interested? Do you need assistance from the board to recruit volunteers for this project/event?
7. Have **diversity, equity and inclusion** been considered in planning? What will be the countywide impact of this project or event? Will this event/project affect a particular group or community? If so is their voice represented? How diverse is the planning group? Are there barriers to access or inclusion?
8. Is this event project being hosted by **another group**? Do you anticipate having any community partners for this event? Please remember any events that we participate in and any **community partners** should **be non-partisan**.

LWV of Marquette County
Guidelines to Request Consideration by the Board for Projects or Events

1. Involve the Board thoughtfully. Think about whether you really need Board involvement. Talk to other members or colleagues within your committee first. Talk to your committee chair and Board representative first. If Board approval or action is appropriate, be clear about what you want from the Board.
2. What is your time frame? Are there deadlines? How long will your activity last?
3. Do you need volunteers? How many? For how long? For what exactly? Do you have anybody in mind?
4. Do you need money? How much? For what exactly?
5. What will be required to ensure that the non-partisan policy is followed?
6. Is the activity a good fit for our local LWV? Does it fit within our annual priorities? Does it fit within LWVMI and LWVUS priorities and positions? Does it take advantage of LWV expertise and interest? Is it something that other local groups outside of LWV may not be able to tackle adequately?
7. If you're just getting started, you might not know, yet, exactly what you need from the Board. It's ok to describe a process and/or timeline for how you hope to make more concrete plans that may later need Board votes, approvals, budgets, or volunteers. It's also ok to just start on something before involving the Board. It's even ok to take a chance on expenditures and concrete plans when ephemeral opportunity knocks. Use caution when making plans or commitments on behalf of the League. Just remember, there are no up-front guarantees that the Board will approve or act on your ideas and requests, particularly when other priorities are already approved and under way. Also, the Board may intervene if the non-partisan policy or by-laws are potentially threatened.
8. Communicate regularly through your committee chair, Board representative, and at meetings. If we're all on the same page, and stay on the same page, we can accomplish almost anything!