



## PROPOSED PROJECT OR ACTIVITY

Date of proposal:

Person, chapter or committee submitting proposal:

What is the problem, as you perceive it, that the proposed project or activity will connect:

Proposed project or activity:

Rationale or reason for project or activity:

Fiscal implications of project:

Would you be willing to make a presentation to the Board meeting regarding your proposal if requested?

Yes            No

Do you want your proposal to be included in the public board packet?

Yes            No

### CHECKLIST FOR PROPOSING A PROJECT/ACTIVITY

When proposing a project or activity for Board action, the following should be considered. When presenting the project or activity to the Board, you can anticipate the Board asking these questions:

- ( ) Recommended action for Association/Foundation:
- ( ) Explanation of recommendation:
- ( ) What purposes will this proposal serve?
- ( ) How does this proposal coincide with either current or long-range CAMFT/CAMFT-EF Bylaws and Strategic Plan?

- ( ) Who will benefit from or be served by this project?
- ( ) How will this project be accomplished?
- ( ) How will CAMFT/CAMFT-EF resources be utilized? What are the costs? Actual cost? Staff? Space? Is this project currently within the budget?
- ( ) What are the policy issues to be addressed by the Board of Directors?
- ( ) What are the implementation concerns of staff?
- ( ) What are the anticipated results?
- ( ) What are the anticipated problem?
- ( ) What is your expected likelihood of success for this project?
- ( ) Do the anticipated results exceed the value of resources that will be utilized?
- ( ) Are the methods suggested for this project the best methods to achieve the anticipated results?
- ( ) What is your anticipated sequence of events?
- ( ) What are the anticipated time-frame and completion dates for this proposed project?