



Project Template

As members of this Eclub, if you have a project currently in progress or at the beginning stages and would like the Eclub to promote it on our website and social media, the best way is to fill in this form.

We need to assist you with creating straightforward information. We will write something concise and clear that appeals to the general public. Images and videos are welcome. Somebody will request them later.

What do you get in return for your hard work when you have completed your project on paper? We understand you might ask yourself this question? Let's put it in bullet form:

- When you have submitted this form, our work starts.
- Two or more members of our Eclub will review it and contact you if something needs clarification.
- We will write the project in the phases you presented in this form, using the images and videos you give us.
- We will use the branding of our Eclub and logos to assist this process.
- When our PDF file is complete, we send it back to you for feedback and to ensure everything is correct.
- Then, we ask for permission to use the material. We need all photos we use on our website or social media to be taken by you or one of your collaborators during the project. Otherwise, we are not allowed to use them for copyright infringements.
- We will give you an area on our website for your project to appear and encourage viewers to email you directly if they want to join/donate, or duplicate the project for another club.
- Lastly, we will make small videos with the information and photos to promote on our social media.

The truth is simple: **you do incredible work.** However, sometimes, others need to see your project and your efforts. Please think of others who want to do great things but are afraid to start a project; seeing yours might inspire them!

Please take the time to fill out the form below. We leave a space at the end to add information we might have yet to request in this form. Remember that this is a work in progress.

Answer the following Questions:

What is the name of the project?

Describe the project.

Involvement:

Why did you become involved?

How did you become involved?

Was it a Personal/Rotary or Rotaract project?

If the answer is Rotary, how did you become involved?

How would you like Rotary, your Club, and or potential others to be involved?

Fundraising:

Did you need funds?

Did you have sponsors?

If so, how did you find them?

Communication:

Do you have a website?

Do you communicate with your sponsors, Old and New?

How do you communicate with them?

Social Media:

Do you use social media? If so, which one?

What impact, if any, has social media had on your project?

How do you quantify it?

What impact would you like social media to have?

Other

Is the project ongoing or a simple get-in and out?

What is the project's sustainability?

Is there a Plan B when your personal or Rotary involvement ends?

How do you judge the success or otherwise of the project?

Has the project led to further projects?

Finally, can you share one or two aspects that significantly impacted the project's success?

Are you familiar with Google Drive?

YES or NO

If **yes**, ask the club's admin to allow you to upload your project's photos and/or videos onto our Eclub's Google Drive.

Email the Web-Admin, [click here](#).

Add any other comments that you feel are pertinent to this project, that we might not of asked.

This electronic signature is so that we are sure of the authenticity and it will be send directly to us. Thank you.