

ROTARY PROJECT PLANNING FORM - Example

Rotary Club	Wollaton Park
Contact details	David Pedlar – d.pedlar@ntlworld.com
Project Title	Eco Bottle Greenhouse
Beneficiary	Local Primary School
Contact details	Name – email address
Business Partner(s)	Anyname Company
Contact details	Name – email address
Background	Request from school
Project Benefits	Educational purposes
Objectives	Provide a greenhouse that teaching staff can use.
Scope of work	Purchase a wooden frame; advise school to collect bottles; erect greenhouse by Spring 2020
Project Costing	Frame cost £295 +VAT
Material requirements	As per scope of work
Success Criteria	The project is completed in the proposed timeframe and formally handed over to the school
Constraints	Require 4 volunteers for 8 hours
Terms and Conditions	The school will take responsibility post handover
Key Assumptions	Funds to purchase the frame are raised by the business partner

On completion please email this form to partners@rotary1220.org