

GUIDELINES FOR SPECIAL PROJECT/ ACTIVITY INITIATION AND ACCEPTANCE

- A.** A special project GAFCS shall consist of any activity requiring an investment of people, time, and/or GAFCS funds which is not essential to the maintenance of the organization and/or required by its bylaws, policies, and to some extent, its traditional practices as reflected in recurring budget categories.
- B.** The proposal is to be prepared by initiator(s) in accordance with established guidelines. It is then submitted to the GAFCS Executive Board.
- C.** The Executive Board will review the proposal using the following criteria as the basis of action:
- 1.** Is it within the realm of the legally stated purpose of the organization?
 - 2.** Does the organization of the proposal clearly spell out a relationship to current program of work?
 - 3.** Is funding available?
 - 4.** Can the project be completed before the cessation of the program of work goal to which it is related? (This is not necessarily a requirement.)
 - 5.** Does the project represent a contribution to a substantial segment of the organization? Could most members give allegiance this proposal? (If there is a question, could membership be polled if all other requirements are met?)
 - 6.** Is there a clear time table? (A project may be returned to initiator or committee for establishment of this prior to approval.)
 - 7.** All submitted proposals will be given a priority rating in relation to all proposals submitted.
- D.** The Executive Board may take the following action:
- 1. Approval of the Proposal**
The Executive Board will select and appoint a chair for the project. The President of GAFCS will notify the initiator(s) the project has been approved and will provide pertinent information.
 - 2. Proposals Not Approved or Returned for Additional Development**
The President of GAFCS will provide recommendations of the Executive Board to the initiator(s).
- E.** The project committee is responsible for planning, implementing, evaluating and reporting the project activity to the Executive Board and/or GAFCS members at the Annual Meeting.

OUTLINE FOR PREPARING PROPOSALS FOR SPECIAL PROJECTS

A proposal for special projects and/or activities is to be prepared using the following guidelines. Submit the completed proposal to the President of GAFCS at least one month before the request is to be presented to the Executive Board.

I. Title of Proposed GAFCS Project/Activity

(Identify proposal with a brief, descriptive title.)

II. Situation

- A. State current information related to the existing situation. It must be sufficient to justify the project.
- B. Describe how this project will contribute to the resolution of the problem/situation.
- C. Justify the project in terms of priority in relation to GAFCS program of work goals and activities.

III. Purpose and Anticipated Results

Specify the specific purpose(s) and expected outcome(s) as a result of the implementation of this project/activity.

IV. Implementation of Project/Activity

- A. Describe generally what is to be done.
- B. State procedure for involvement of GAFCS members and commitment of organization.
- C. Include a timetable for implementation and completion.

V. Evaluation

Give general plans (stated briefly) for evaluation of project/activity.

VI. Budget

- A. Estimate total budget. This should include expenditures of GAFCS to complete the project and projected income to GAFCS (if applicable).
- B. Justify these estimates by providing financial statement, etc.

VII. Execution

(Specific member participation)

Include recommendations for members to serve on the project committee, liaison to Executive Board and committee chair (if different from liaison).

VIII. Validity

Must be signed by initiator(s) and section/committee/area, etc., sponsoring the proposal indicated. Date of submission must also be indicated.

Appendix D (Guidelines for Special Project/Activity Initiation and Acceptance) to the GAFCS Handbook