



Project Proposal

Created November 2010

Project Name	
Project Description	
Intended Outcome/Goals	1.
	2.
Person in Charge and/or Project Developers	
Budget	
Proposed Timeline <i>Is Project Time Sensitive?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
Description of Efforts or Process to Date	
Chamber Competencies Addressed This new event/project will address the following competencies of the Chamber.	<input type="checkbox"/> Mission – Working together to promote the economic vitality and quality of life in the community of Oregon City. <input type="checkbox"/> Tagline – Pioneering partnership for our future
Chamber Action Requested <input type="checkbox"/> Support <input type="checkbox"/> Endorse <input type="checkbox"/> Sponsor <input type="checkbox"/> Partner <input type="checkbox"/> Implement	<input type="checkbox"/> Creating a strong local, economy <input type="checkbox"/> Connecting business & customers <input type="checkbox"/> Promoting Oregon City <input type="checkbox"/> Advocating on behalf of business w/ government
Staff Involvement Requested	Describe:

Submitted by: _____

Date: _____

Project Proposal

In the interest of improving efficiencies, the Executive Committee presents the following draft of a process for members to present projects to the Board for action.

This form or its edited version will be used for committee recommendations, requests, and/or outside groups, individual members, etc.

This is a working document and is subject to change!

Process for presenting to Board:

1. Send/give project proposal to EXECUTIVE DIRECTOR.
2. EXECUTIVE DIRECTOR confers with Board Chair and determines if more information is needed or if proposal is ready for Executive Committee review.
3. EXECUTIVE DIRECTOR acknowledges receipt of Project Proposal with a letter that includes confirmation that it will be presented to the Executive Committee, and when.
4. Project is presented to Executive Committee
5. Executive Committee reviews project.
Forwards proposal to full Board
Requests additional information from project developers
Or
Determines if proposal requires administrative or Board decision.
6. Project is placed on Board Agenda.
7. Board reviews project, accepts or requests additional information.