



NEW PROJECT REQUEST FORM

Date: ___ Oct. 25th, 2015 _____

Requestor Name: Annual Italian Catholic Federation Polenta Dinner _____

Contact Info- Cell phone: _650 455-3472 _____ E-Mail:
jfmflash600@gmail.com _____

Request Type (check all applicable):

___ Fundraiser ___ Labor Help ___ Community Service ___ Other

Brief Description of Request (include dates when help is needed):

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Benefits from Project (include who benefits):

What would happen if request not approved:

Leos Advisors approval review:

Leo Advisor Attendees:

Review Criteria	Yes	No	Comments
Leos Criteria - Does the new project request meet our Leos Mission?			
Leos Financials - Negative impact to the Leos Financials?			
Leos Resources -Sufficient resources to meet demand: Leo Advisors/Parents/Leos?			
Project Conflicts – Does the new project request compete/conflict with existing approved projects?			
Approval Votes: Number of Yes and Nos.			
Approval - Approved to Leos BOD for final review/approval? (do we have 80% agreement)			DATE:

Leos BOD approval review:

Leo BOD Attendees:

Review Criteria	Yes	No	Comments
Leos Criteria - Does the new project request meet our Leos Mission?			
Leos Financials - Negative impact to the Leos Financials?			
Leos Resources -Sufficient resources to meet demand: Leo Advisors/Parents/Leos?			
Project Conflicts – Does the new project request compete/conflict with existing approved projects?			
Approval Votes: Number of Yes and Nos.			
Approval – Project Request approved? (do we have 80% agreement)			DATE:

