

Procedure Title: Draft Devalopment/EME Idea Approval Procedure

Date Created: 2 Feb 09

Review Date:

Procedure Number: Dev.-a

Body of Origin: Devalopment Committee

Review Authority: Devalopment Committee, EME Committee

Procedure: To provide for appropriate planning, use of TRWS resources and support for approved events/ideas/fundraisers, the following prodedure must be followed:

1. An idea is developed that has the potential to benefit TRWS financially, in enrollment, in community outreach, community relationship building or in other ways.
2. The idea is researched using the project planning form (attached). The project planning form is completed during this process.
3. The idea and the project planning form are presented to the development committee.
4. The development committee determines the feasibility of the idea proposal.
5. The development committee informs the contact person for the idea proposal of either acceptance or deferment/decline of the idea proposal.

Acceptance of an idea proposal means the idea will be put on the development committee's agenda and the procedure for establishing a new event or fundraising activity will be followed.

Deferment or decline of an idea proposal means that for some reason the idea will not be accepted for action at the present time. When an idea proposal is deferred, it may be viable for action at a future time pending changes in information, personnel, funding, or some other issue. The reasons for deferment or decline of an idea proposal will be made clear to the contact person at the end of the procedure.

Related Policies and References: Project Planning Form (Development Form-1)