

OPTIMIST CPA (COMMUNITY PROJECTS AWARDS ENTRY)

CPA projects for the Ohio District Optimist Clubs must be printed and in a binder. They are due to Brenda Moore at the 1st Quarter 2020 Ohio District Conference, or they can be delivered or mailed to her prior to that date. If you are delivering or mailing your CPA (Community Projects Award entry), please contact Brenda for arrangements.

Brenda Moore, Activities Chair 2019-2020

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1. **Project Eligibility:** To be eligible for the CPA competition, projects must have been conducted during the current administrative Optimist year, October 1, 2016 through September 30, 2017.

2. **Entry Format—**

Project Entry Form; Project Category (Community Service or Fundraising); Name & Club Number of Optimist Club; Name, Address, & Contact info for project chair; and also please indicate if this is a Single Club Entry or a Multiple Club Entry. Use these attached forms to complete and guide you as you prepare your report.

All sections should be properly identified and are as follows:

Section 1: Project Story—give project title, Club name(s), District name, category and project contact person's contact information. Answer all question listed on the current form. Be as descriptive as you can to create a reference guide for other Clubs to plan a similar community activity. Don't forget to include detailed budget information. The Project Story form is attached.

Section 2: Showcase the event from planning to completion—a picture is worth a thousand words. Use this opportunity to show how your project impacted the community. This can be done with a variety of photos.

Section 3: Publicity—detail your Club's publicity plan including press releases, newspaper articles, website promotion, magazine clippings, Club and District bulletins, appropriate correspondence, programs, posters, flyers and newsletters.

Section 4: Reference Section—Mention all people, businesses, and organizations your Club contacted or worked with during the project. Make sure to reference websites that may have been utilized.

Multiple Club Projects—Multiple Club projects are those conducted by two or more adult Optimist Clubs, and may be evaluated against both single and multiple Club entries.

**OPTIMIST COMMUNITY PROJECTS AWARDS ENTRY
PROJECT STORY 20__ - 20__**

TITLE OF PROJECT _____

Community Service _____

Fundraising _____

Single Club Entry _____

Multiple Club Entry _____

Submitting Optimist Club _____

Submitting Club number _____

Multiple Club Project, list the other sponsor club _____

Contact Person _____ **Email** _____

Phone Number (____) _____ **Work (____)** _____

Address _____

City _____ **State** _____

Zip Code _____ **District** _____

Number of Club Members involved in project _____

Number of Members in Club on Oct. 1 of this Optimist Year _____

Number of youth served/attended _____

Date project approved by Club/Board of Directors _____

Date project completed: From _____ **To** _____

Estimated project hours: Optimist _____ **Other** _____

Number of Members needed to coordinate project: _____

How many times has the Club run this project? _____

Please answer the following questions as detailed as possible.

- 1. Give a description of the project.**
- 2. List specific goals for the project.**
- 3. Why did your Club choose to do this project?**
- 4. Explain the publicity/promotion plan for this project.**
- 5. Please list the specific duties required for the project from planning to completion. Include not only Club responsibilities but also any other outside organization participation.**
- 6. List specific materials, supplies and resources required for the project.**
- 7. Provide a timeline of all project steps from the planning stages to the final completion of the project. Please include dates and person responsible (job title).**
- 8. Describe how the project benefitted youth.**
- 9. Describe how the project benefitted the community.**
- 10. Describe how the project impacted the Club considering both planned and unexpected results. Examples: participation/involvement, improved Club awareness, membership/growth, etc.**
- 11. Describe any complications encountered and how they were resolved during this project.**
- 12. List any recommendations for Clubs considering running this project.**
- 13. Would your Club run this project again? Why or why not?**
- 14. If your Club would run this project again, what changes would be made?**

Discuss your Club's detailed budget for the project. The items mentioned below are examples only and Clubs should tailor the budget page info to fit their project.

Project Budget

Income

Club funds allocated \$ _____

Outside monetary donations \$ _____

Value of donated items \$ _____

Total Income \$ _____

Expenses

Cost of items utilized \$ _____

Space/equipment rental \$ _____

Cost of outside services
(Ex. Band or DJ, security, etc.) \$ _____

Cost of printed materials
(Ex. Tickets, programs,
Signs, etc.) \$ _____

Cost of prizes/awards \$ _____

Other Misc. \$ _____

Total Expenses \$ _____

Profit or Loss \$ _____