



World Community Service Projects Exchange

PROJECT DATA FORM

Use this form to publicize your project's needs through the *World Community Service Projects Exchange*, a biannual listing of clubs seeking assistance for their community service projects from clubs abroad. After finding a partner, clubs can pool their resources — technical expertise, funds, and donated goods — and together can meet the needs of those less fortunate.

This is not a Matching Grants application. Please request that application, publication number 141-EN, from the Rotary Service Center in your area. Inclusion of a project in the *World Community Service Projects Exchange* does not petition for nor ensure funding from The Rotary Foundation.

A project is included in the *World Community Service Projects Exchange* for two years, unless the sponsoring club chooses to withdraw the project or RI learns that the project has been completed.

RI circulates copies of clubs' Project Data Forms to potential donors. Attachments, photographs, brochures, and invoices will help RI better represent your project in the *World Community Service Projects Exchange*, but cannot be circulated with the Project Data Form. Please do not allude to any attachments when you answer the questions on the following pages.

World Community Service Projects Exchange Rules

1. The project sponsor is defined as the local in-country Rotary club or district. Rotary clubs and districts who wish to register a project on the *WCS Projects Exchange* but are outside the project country should cooperate with an in-country club or district, which can then register the project.
2. You must submit the project information on this official Project Data Form. Please type all information.
3. The sponsoring Rotary club must notify RI Headquarters immediately if the project contact changes.
4. The project contact must respond to all inquiries about the project promptly.
5. Each club may have only one project registered on the *WCS Projects Exchange* at any one time. There are two exceptions to this rule:
 - A Rotary club may register one additional project on behalf of any one of its corresponding Rotary Community Corps, Rotaract, or Interact clubs. These Partners in Service must be registered and in good standing with RI.
 - A Rotary club may register an additional project if the request is for donated books only. This cannot include funds for books, library furnishings, etc.

Agreement

This agreement needs to be signed by the Rotary officers serving in the project country.

As president of the Rotary Club of _____, I hereby certify that all funds and materials that the club receives in support of this project will be properly applied to the project and **will be promptly acknowledged**, and that this club **will send regular reports to the club or district providing assistance, and to Rotary International.**

Club president's signature (required)

Date

Rotaract/Interact club president's signature or RCC representative's signature
(required if registered on behalf of one of these groups)

Date

I hereby endorse the request for inclusion of this project in the *World Community Service Projects Exchange*.

District governor's signature (required)

Date

District WCS chair's signature (if one has been appointed)

Date

**PROJECT SPONSORED BY
OR ON BEHALF OF THE:**

Rotary Club
 Rotaract Club

Rotary Community Corps
 Interact Club

Rotary Club Name : _____ District Number: _____

Rotaract/Interact/RCC Name: _____

State/Province: _____ Country: _____

Is this project a re-registration? Yes — project ID# _____ No

1. DESCRIPTION OF THE COMMUNITY TO BE SERVED: Describe the local community and economy. What are some of the community's assets (for example, a high employment rate)? What are some of the community's needs? Describe the specific conditions that give rise to the need for this project.

2. DESCRIPTION OF THE PROJECT: Describe the project and its expected results. Estimate how many people will benefit.

3. PROJECT STATUS: Describe any activity that has taken place to date.

4. PROJECT INFORMATION AVAILABLE: List other materials about your project you have to share with potential donors (e.g., photos, brochures, videos, reports, invoices, blueprints).

5. PARTICIPANTS

a. Community: Describe the participation of the community to be served in each phase of the project — identifying the need for the project, deciding on an effective way to proceed, implementing the project, maintaining the project.

b. Club: Describe your club's participation in the project. State what goods and services the club will contribute. Will your club be making a financial contribution? If so, please estimate the amount.

c. Other Participants: List any other organization that will participate in the project. Include government agencies, local charitable organizations, international agencies, etc. Describe their role.

6. DESCRIPTION OF THE ROTARY CLUB: Describe your club — when it was established, its membership, service projects undertaken, and any other information that may be of interest to potential international partners.

7. PROJECT CONTACT: This Rotarian is responsible for providing information about the project to interested Rotary clubs and to RI World Headquarters during the entire course of the project. The name, address, phone, and fax will be included in the *World Community Service Projects Exchange*.

Name: _____

Street Address: _____

City: _____ State/Province: _____

Country: _____ Postal Code: _____

Please include your city or area code in the numbers below.

Telephone: (Residence) _____ (Office) _____

Fax: (Residence) _____ (Office) _____

E-mail: _____

Preferred language: _____ Other languages: _____

8. INTERNATIONAL NEEDS: Complete those categories listed below that apply.

a. Funds: List the items and/or services to be purchased with cash contributions, in order of priority need. Include an amount for each item. *List the total amount, in US\$, required to complete each phase of the project, and the project as a whole.*

Total US\$ _____

b. Donated Goods: List the specific items you would like to have donated. Give information about customs procedures and import duties. State whether you can provide assistance with international shipping. For medical equipment: please include the common name for each piece, as well as information about the local availability of parts and service. For books: specify the subject, language, and reading level. *Note: Carefully research import regulations before requesting donated goods.*

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c. Volunteers: List the skills that the project needs from an international volunteer. Explain how many volunteers are needed, the time commitment needed, and the time of year. State what language a volunteer should speak. Describe anything you can offer the volunteer (home hospitality, local transportation, etc.).

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