

## 5.4 PROJECT AUTHORIZATION FORM

This form is to record the objectives of the project and must be approved by the Caledonia Nordic Ski Club Executive prior to the actual undertaking of the project itself.

No request will be considered without the budget section being completed (see reverse of form).

Submission Date: \_\_\_\_\_

Club Member Submitting Project: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Objectives of Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Duration of Project: \_\_\_\_\_

Desired Start Date: \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Materials Required: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization (Person in Charge, Volunteers, etc.): \_\_\_\_\_

APPROVED\_\_\_ REJECTED\_\_\_ Date of Exec Meeting: \_\_\_\_\_ Agenda Item: \_\_\_\_\_

Completed copy returned to Project Requester (date) \_\_\_\_\_

Interim Reports to Executive (Due Dates) \_\_\_\_\_

**Project Name:**

**Budget** (use additional sheets if necessary)

Income Item (Fundraising)	Income \$
Expenditures Item	Expenditures \$

**Actual** (use additional sheets if necessary)

Income Item (Fundraising)	Income \$
Expenditures Item	Expenditures \$

**Final report to Executive (Describe project's actual proceedings):**

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(This report is to be presented to the Club executive for their information following the completion of the project).