

FORM 8 - Iota Chapter Social Action Project Proposal & Accountability Form

If a Social Action Project is approved, a Checklist Folder (shared document among Chapter Officers, Social Action Committee Chairman and Project Lead) will be created for the project and the Project Lead should complete the following due diligence.

- Monthly written status summary filed in the project's Checklist Folder and submitted to the Social Action Chairman no later than one week prior to each Monthly Chapter Meeting leading up to the project
- Complete Special Events Checklist no later than 60 days prior to the Project starting if Iota-sponsored, co-sponsored or publicly promoted - attach COI to Checklist Folder
- Event Summary & Documentation
 - o Final number of brothers that participated in the project
 - o Final number of beneficiaries/public audience members impacted by the project
 - o Written summary of the event (50 words or less)
 - o List final project outcomes and impact metrics alongside the proposed goals (i.e. : proposed: 50 grocery bags distributed - final outcome: 75 grocery bags distributed)
 - o Complete a brief analysis of the lessons learned by the brothers participating
 - o Attach at least three clear and appropriate electronic photos with captions detailing photo subjects and their roles in the project

Final version of Form 8 due no later than 14 days after project conclusion and submitted to Social Action Chairman for Completion sign-off. The completed and signed Form 8 is then submitted to the Checklist Folder by the Project Lead

Project Completion Sign-Off - Social Action Chairman

Form 8

- 1) Proposal Submission Date (should be at least 90 days prior to proposed project date)
- 2) Project Date(s)
- 3) Project Time(s)
- 4) Project Time(s)
- 5) Attire
- 6) Describe the Project (50 words or less)
- 7) Number of brothers needed/requested and their roles
- 8) Beneficiaries: Group Name; Anticipated number of beneficiaries/public audience impacted by the project

- 9) List project outcome goals and impact metrics (i.e.: 50 grocery bags distributed; 25 tutoring students scored B or higher)
- 10) Estimated Cost to Iota Chapter
- 11) Proposed Project Lead (name - must be currently financial w/Iota Chapter)
- 12) Will the proposed event involve interaction with children under 18?
- 13) Is there a school involved?
- 14) Is there a alcohol or an alcohol serving establishment involved?
- 15) Is security required?