



# Hometown Civitan Club & Hometown Charities, Inc.

## Charity Project Guidelines



### Yourself as the Project Leader

- Understand who it is you are benefiting
- Determine what you want to accomplish
- Develop plan for how you think project will be carried out
- Create Project Team (at least on paper): how many volunteers are needed for how long; what resources are necessary to start the project; and what audience do you expect to target?



### Board Approval

- Bring your idea and outline to the Board
- HCC's Board will give you an answer within **3 days**
- If funding is necessary for your project, Board approval may take up to one week; if a Fundraiser or sponsor-based proposal is part of your plan, please bring this to the Board's attention.



### Conducting Your Charity Project

- Lead volunteers in conducting project while encouraging them and yourself to have fun
- Provide volunteers with adequate resources to be successful (water, supplies, club documentation)
- Have resources available to store goods and donations.
- Where possible, keep track of the goodwill efforts of your team and those you served for sharing with HCC, as well as state and national Civitan clubs.



### Concluding Project

- Arrange and Deliver Goods to Charity
- Make sure HCC Publicity pictures are taken.
- If monetary donations are made, consult Club Treasurer regarding handling.
- Document what this project accomplished, whom it served, and how it did so. This may also help frame future similar projects.