

# LEADERSHIP NOVATO

## SERVICE PROJECT REQUEST FOR PROPOALS

The Service Project component of Leadership Novato is a key learning and networking tool for our students. Students in their teams spend time to help complete a service project that will leave a positive impact in our community. They learn valuable project management skills and work with key community leaders to get the project completed. Past projects have including marketing support, video creation, city beautification projects, children’s murals, event fundraising, membership drives and more.

Leadership Novato is comprised of students who either live or work in Novato. They come from diverse industries in both the public/private and for-profit/nonprofit sectors, unique backgrounds and life stages—overall they represent a good cross-section of Novato’s community. Students are placed into teams and over the course of the class (Sept-May<sup>1</sup>) they work to complete a service project that aims to help fulfil a need in the community.

The Leadership Novato Advisory Committee looks for projects that recognize and respond to a local need, with consideration for the lasting impact and benefit to the community. Projects should be specific, measurable, attainable, relevant, and timely. Projects, upon completion will be honored at the graduation ceremony on May 8, 2019 at City Hall (5:00-7:30).

Thank you for your interested and for submitting a Service Project Request. Your request will be reviewed by the Leadership Novato Advisory Committee and you will be notified by September 1, if we are considering it for the ‘short list’ of approved projects for the Leadership Novato Class of 2019. Upon selection, we will contact you for more details regarding the specifics of your request.

<i>Title of Project (Doesn't have to be finalized)</i>	
<i>Organization Name</i>	<i>Secondary Benefiting Organization (optional)</i>
<i>Point of Contact</i>	<i>Title of Point of Contact</i>
<i>Address of Organization (Ln1)</i>	<i>Address of Organization (Ln2)</i>
<i>Phone (main)</i>	<i>Phone (point of contact)</i>
<i>Email Address</i>	<i>Website</i>
<i>Please tell us a little bit about your organization and why you are seeking the services of Leadership Novato</i>	

**Project Area:** Please pick from one of the following preferred project areas:

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|--|---|
| <input type="checkbox"/> Program upgrades                                      | <input type="checkbox"/> Organize an event                |
| <input type="checkbox"/> Improvement at our facility                           | <input type="checkbox"/> Recruitment of members/volunteer |
| <input type="checkbox"/> Improve marketing/branding capacity                   | <input type="checkbox"/> Cinematographic Work/Marketing   |
| <input type="checkbox"/> Expansion of our program or influence                 | <input type="checkbox"/> Refurbish/building work          |
| <input type="checkbox"/> Help solve a current need that has not been addressed | <input type="checkbox"/> Marketing support                |

How does would the completion of your organization’s project benefit the residents of Novato?


<sup>1</sup> Some projects have gone longer, most do not.



During our 9-month program, Leadership Novato students learn about agencies, services and practices that help make a town healthy and thriving. Please check off what areas a student would learn more about by doing your project.

- Art & Culture
- Agriculture
- Local Government
- Diversity
- Education
- Health & Wellness Services
- History
- Housing / Homelessness

- Large Businesses
- Nonprofits / NGOs
- Senior Needs and Services
- Small Business
- Special Municipal Districts
- Tourism
- Transportation
- Volunteers

Other please specify:

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Does this request involve fundraising?  No  Yes

*if yes, please describe how much money might need to be raised:*

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Will your organization need help putting together a budget?  No  Yes

Has your organization every used crowdfunding for fundraising like Facebook Fundraising, GoFundMe, etc.?  No  Yes

What specific resources from your organization (board, personnel, materials, community network, etc.) would be made available to the Leadership Novato Community Service Project Team, if any?

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Has Leadership Novato assisted your organization in the past?  No  Yes

*if so, would you please describe the project and the year?*

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**Please note that the deadline for submission is: August 15, 2018**

*Submissions received AFTER that date will be kept for future RFP considerations, but they will not be considered for selection for the Class of 2019. Please forward your completed Service Project Request to:*

**Novato Chamber**

c/o Marie Rios LNAC | RFP Coordinator

807 DeLong Avenue | Novato CA. 94947

+ 415.897.1164 | f 415.898.9097

[Marie@MTREventDesign.com](mailto:Marie@MTREventDesign.com)

