

## **PROJECT APPROVAL FORM**

Directions: to facilitate communication, support, delegation and “best thinking,” the following worksheet is required BEFORE any project is enacted. This form needs to be completed and submitted to Mike Linett at least two (2) weeks before the day of the activity. If explanations or corrections are needed, the form will be returned to you. Please allow time to resubmit the corrected form and for the ASB Leadership Council to review and discuss your idea.

### **THE PROJECT**

- Project idea:
  
  
  
  
  
  
  
  
  
  
- Date/Time/Location of Event:

### **THE WHO**

- Project submitted by:
  
  
  
  
  
  
  
  
  
  
- Key ASB contact person in charge of this project:
  
  
  
  
  
  
  
  
  
  
- Other “key players” involved in this project/event and their roles:

### **THE WHAT'S UP**

- Objective/goal of project:
  
- Overall description of project:
  
- Necessary equipment for this project:
  
- Other necessary information or requirements for project (supervision, rules, etc.):

#### **THE WHY**

- Specific student needs being met:
  
- How will you know the goal of project was achieved:

#### **THE WHERE**

- Where will the project take place?
  
- Building Usage Permit completed and approved? By Whom?

**THE WHEN**

- Timeline – use a blank calendar if necessary:

**OTHER**

Approval:

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Date:

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