

Friends of Mackay Island Project / Activity Proposal

Title of Project or Activity: _____

Name of Project Coordinator: _____

Project Coordinator's Contact Information: _____

Phone Number: _____

E-Mail: _____

Date the activity will take place: _____

Date the project / activity will be completed by: _____

Where will this activity take place? _____

Who will benefit from this activity?

Mackay Island National Wildlife Refuge Knotts Island Families

Wildlife Education/Schools Currituck N. W. R.

Other (please explain) _____

Describe the details involved in this activity: _____

List the materials or supplies needed to complete the project/activity:

Supplies cont.:

Total Budget Cost: _____

How will the project be funded? _____

Names of volunteer team members that will be involved: _____

Have volunteers signed a Refuge Volunteer Agreement form? _____

Approval Signatures

Project is approved per the following conditions: _____

Project approval by Refuge Manager, Mike Hoff

Project / Activity Coordinator

Committee Leader, Larry Taylor

Was project voted on and approved by the Friends Group? ___yes ___no

Is the project considered active at this time by the Friends Group? _____

**Guidelines and Procedures
For
Friends of Mackay Island Activity/Event Proposals**

Please plan your proposal about 3 months in advance in order to allow for changes or conditions to be met (example: funding, voting).

Please fill out the “Proposal Form” as completely as possible.

Submit proposal to Mike Hoff, Refuge Manager, for approval.

Revise form as needed to meet the Refuge Manager’s conditions.

Submit proposal to the Committee Leader (Larry Taylor) for approval.

Submit proposal to the “Board of Directors” to be voted upon and ranked as a funded project.

When the proposal is approved as an active Friends Project, only the Project Coordinator will converse and organize with Mike Hoff on the details involved in the project/activity.

All questions about the project or event will be directed to the Project Coordinator (not the refuge).

The Project Coordinator will then answer any and all questions (in a timely manor) to their team, volunteers, or the Friends Group.

It will be the Project Coordinator’s responsibility to contact the volunteers and organize a team to complete the project or event.

If work is to be sponsored by the refuge or is funded by the refuge, a Volunteer Agreement Form must be signed by the team members. The Project Coordinator is responsible for having volunteers sign the form prior to the dated event/project. The forms are then given to Mike Hoff, Refuge Manager to be signed and filed at the refuge prior to the event.

After the completion of the project, the project Coordinator will need to complete a Project Completion Report and submit it to the Board of Directors and the Refuge Manager.

IDEA



Written Proposal
Min. 2 weeks prior to quarterly board meeting - ID Dates, People Funds

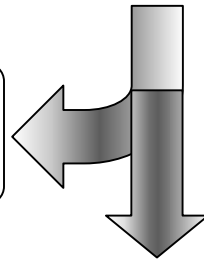
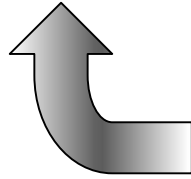


Proof Read by Project Coordinator



REFUGE MANAGER
Legal? Feasible?

NO Project Terminated



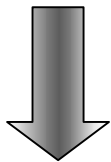
YES (Conditions?)



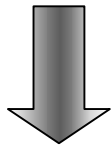
Quarterly Friends Board Meeting
1st Monday Mar, Jun, Sept, Dec



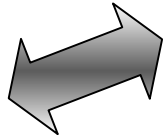
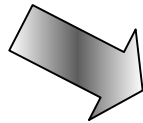
Prioritize All Active Proposals



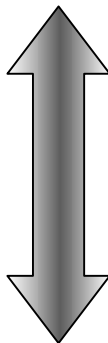
Board Approval of Projects



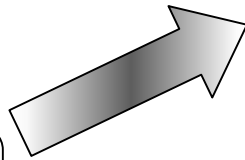
Committee Leader Approved



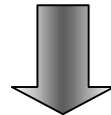
Project Coordinator
Meet with RM for go/no go



(Excess Quality projects Forwarded to next quarter)



Action - 1 Good Wildlife-Dependent Project



Project Completion Report by Committee to Board and RM