

Guidelines for Submitting Proposals to the NSDTRC (USA) Board

These guidelines were developed to help Board members, appointed officials, committee chairs and the general membership prepare proposals for a wide variety of issues that require consideration or action by the NSDTRC (USA) Board. The purpose of these guidelines is to aid Committee Chairs and the general membership in presenting ideas, requests, gifted awards, club awards, etc. to the Board for approval or other action. The general guidelines below can apply to most proposals and issues. Gifted or Club Award proposals require some additional elements, which have been detailed specifically in each section below. Please try to follow these guidelines as closely as possible when submitting an item for consideration before the NSDTRC (USA) Board. Remember that a good proposal answers the following questions: who? what? where? when? and why? If any of these elements are missing, the proposal will likely be sent back for additional information, and any desired Board action will be delayed.

Proposal Format: Electronic format, WORD or rtf format preferred. Times New Roman font in 12pt. Avoid special indents or other formatting.

Proposal Organization: All proposals should include the following sections – **please use this checklist as you prepare your proposal:**

- ❑ **Proposal Title:** Short, descriptive title reflecting key point of proposal
- ❑ **Submitted by:** Name and contact info of person submitting proposal.
- ❑ **Proposal Description:** This section should detail the specifics of the proposal and the action you wish the Board to take in regards to this proposal.
- ❑ **Proposal Justification:** This section should justify your proposal – why is this issue important to the Club, your program, your Committee, you, or the membership at large? This section is particularly important if your proposal requires the expenditure of Club funds.
- ❑ **Administration:** Does this proposal require on-going administration by the Club? If so, how will this be accomplished? Which Appointed Official or Committee will be in charge of implementing this proposal. In regards to award proposals, will the Club be responsible for administering this award, and if so, how will that be accomplished? Will Club members apply for this award? How and when will this award be presented? What is the time period defining eligibility?
- ❑ **Financial Implications:** All relevant information regarding the financial implications of the proposal must be included here. The Board should not have to research the financial issues associated with a specific proposal. If some of this information is lacking, the proposal will be returned until the submitter can provide this information. Specifically, what will this proposal cost the Club? What is the expected benefit for these costs, (including financial and non-financial gains)? If this proposal represents a Gifted or Club Award, how is this award being financed? Who is paying for the trophy, or trophies? For

how many years will the submitter support this award? Will this award be discontinued after some time?

- ❑ **Specific Board Action Requested:** Conclude your proposal with a specific request for Board action. Do you want the Board to approve the policy you've proposed? Approve the spending of Club funds as you've proposed? Approve a new Club award?

In addition to the above headings, please include the following for **Gifted or proposed New Club Award** proposals following the **Proposal Justification** section:

- ❑ **Name of Award:**
- ❑ **Purpose (what are you trying to reward):**
- ❑ **Trophy Description (if applicable):**
- ❑ **Eligibility:**

Thank you for showing your interest and support of the NSDTRC (USA) by submitting your proposal. Please review your proposal one more time to make sure you have answered the following questions: who? what? where? when? and why? When ready for submission, please send via e-mail (preferably) to the Secretary (secretary@nsdtrc-usa.org), your Regional Director or any other Board member.