

**Charlotte Rife and Pistol Club
Proposal/Request Template**

Instructions:

Filled in, written proposals may be submitted via email or hardcopy to any CRPC board member. The board member (receiver) will review the request for completeness, provide guidance as needed and forward the request to the Secretary who will record the Proposal and forward it to the entire Board. The President will assign the Proposal to a Board Member (usually the program chairman or facility manager) for management of the Proposal process.

The Chief Range Officer, the Chief Safety Officer and the Treasurer will review and approve all Proposals prior to their presentation to the full board for final approval. (These approvals are only in regard to safety, Range Officer duties and costs.) The Secretary will add the proposal to the agenda for the next possible Executive Board Meeting.

Proposal/Request

Title: XXXX

Author/requestor: _____

Email Address: _____

Phone: _____

To what program and/or facility does this proposal pertain?

What is the complete description of this proposal?

What is the benefit of this proposal to the program and/or facility and to CRPC?

Who will perform the work entailed by the proposal?

What is the total cost of this proposal? Be sure to address items like lost revenue due to range closings, actual dollars to be spent from the CRPC treasury and the cost of work hours for volunteer labor.

How will the cost of this proposal be repaid and when?

Please see attached

Assigned to: [board member]

- Reviewed by the Chief Range Officer: [date]
- Reviewed by the Chief Safety Officer: [date]
- Reviewed by the Treasurer: [date]

Presented to the Board on:

Board decision: