

PUBLIC OUTREACH PROJECT APPROVAL FORM

Project Coordinator: _____

Address: _____

Phone: _____ Email Address: _____

Group name/location: _____

Project Name and Description (add page if needed) _____

ESTIMATED PROJECT COST SUMMARY SHEET

Below is a suggested list of possible items a project may plan to buy. For any items not listed here, please attach a page with the same type of information.

ITEM	QTY	UNIT COST	TOTAL COST
Paper			
Business Cards			
Envelopes			
Labels			
Business Card Holders			
Pamphlet Rack			
Display Rack			
Table Cloth			
Literature			
Total			

NAWS Approvals: (Project Coordinator to include date the form submitted)

	Project Coordinator	Outreach Coordinator	Chairperson
Approval			
Date			