

*Internal use only*  
District \_\_\_\_\_  
Re-registration: Yes  No   
Project ID # \_\_\_\_\_



# ProjectLINK Submission Form

## Project Seeking Support

*ProjectLINK is Rotary International's online, searchable database of Rotary club and district service projects, which lists projects that are seeking support and model projects that can be used as examples of best practices.*

Use this form to publicize your club or district project's need for **funding, volunteers, donated goods, and/or partners for a Rotary Foundation Matching Grant** on ProjectLINK.

Inclusion of a project on ProjectLINK **does not** ensure funding from The Rotary Foundation. To apply for funding through the Humanitarian Grants Program, please complete and submit the appropriate application to The Rotary Foundation.

ProjectLINK listings remain posted for two years, unless the sponsoring club or district chooses to remove it or RI is informed that the project has been completed.

### Guidelines for Projects Seeking Support

1. The project sponsor is the in-country Rotary club or district. Rotary clubs and districts that wish to register a project on ProjectLINK but are outside the project country should cooperate with an in-country club or district, which can register the project.
2. The sponsoring Rotary club must notify RI World Headquarters immediately when the project is completed or if the project contact changes.
3. The project contact must respond promptly to all inquiries about the project.
4. Each club or district may have up to five projects registered on ProjectLINK at any one time.

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**Project sponsored by or on behalf of:**  Rotary club     District  
 Rotaract club     Interact club     Rotary Community Corps

Rotary club name: \_\_\_\_\_ District number: \_\_\_\_\_

Rotaract/Interact/RCC name: \_\_\_\_\_

State/Province: \_\_\_\_\_ Country: \_\_\_\_\_

Is this project a re-registration?  Yes: Project ID # \_\_\_\_\_  No

*Project information must be submitted on this form. Please type all information or print legibly.*

### Primary Project Contact

The primary project contact is the Rotarian in the sponsor Rotary club/district in the project country responsible for providing project information to interested Rotary clubs or districts and to RI World Headquarters. The project contact's name, address, phone and fax numbers, and e-mail will be included in the ProjectLINK listing. *The primary contact must sign the attached waiver.*

Name: \_\_\_\_\_ Gender:  Male  Female

Rotary club: \_\_\_\_\_ District: \_\_\_\_\_

Street address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Postal code: \_\_\_\_\_

Please include your city or area code in the numbers below:

Phone: (Residence) \_\_\_\_\_ (Office) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Fax: (Residence) \_\_\_\_\_ (Office) \_\_\_\_\_

E-mail: \_\_\_\_\_

Preferred language: \_\_\_\_\_ Other languages: \_\_\_\_\_

### Secondary Project Contact

The secondary project contact is the Rotarian in any country or geographic area who has been designated as secondary contact and is also responsible for providing project information to interested Rotary clubs or districts and RI World Headquarters. The secondary contact person's name, address, phone and fax numbers, and e-mail will be included in the ProjectLINK listing. *The secondary contact must sign the attached waiver.*

Name: \_\_\_\_\_ Gender:  Male  Female

Rotary club: \_\_\_\_\_ District: \_\_\_\_\_

Street address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Postal code: \_\_\_\_\_

Please include your city or area code in the numbers below:

Phone: (Residence) \_\_\_\_\_ (Office) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Fax: (Residence) \_\_\_\_\_ (Office) \_\_\_\_\_

E-mail: \_\_\_\_\_

Preferred language: \_\_\_\_\_ Other languages: \_\_\_\_\_

## PROJECT INFORMATION

### Project location

Project site: \_\_\_\_\_

City/Village: \_\_\_\_\_ State/Province: \_\_\_\_\_

**Description of the community to be served** (*describe the local community and economy as they relate to this project*):

**Description of the project** (*including the need it will address, the intended beneficiaries, and the potential benefits to the community*):

Estimated number of people who will benefit from this project: \_\_\_\_\_

Describe any part of the project that has already been implemented:

Describe how the benefiting community will be involved in the project:

Estimated time needed to complete the project: \_\_\_\_\_

Project Web site: \_\_\_\_\_

Additional project information:

Describe the participation of the community to be served, of your club, and of any other participants/organizations involved in the project:



## REQUEST FOR ROTARY VOLUNTEERS

International volunteers who are interested in serving on your project will contact the primary or secondary project contact directly. The project contact will make all arrangements directly with the invited volunteer(s). RI does not coordinate volunteer activities and does not guarantee a volunteer will be found.

- In addition to requesting volunteers on this form, review the **Rotary Volunteers Database** at [www.rotary.org](http://www.rotary.org) for volunteers who may be offering the type of assistance your project needs.
- Please consult the *Rotary Volunteers Handbook* (263) for information on inviting and hosting international volunteers.

### Volunteer skills needed for this project

Occupation(s)	Length of service term	Dates or time of year

Additional skills:

What language(s) should the volunteer(s) speak fluently?

### Volunteer arrangements

The host Rotary club/district will provide (*check all that apply*):

- Homestay (with families of local Rotarians)
- Independent living quarters
- Other housing arrangements (*please describe*): \_\_\_\_\_
- Meals
- Per diem expenses
- Local transportation
- Other hospitality (*please describe*):

## WAIVER OF LIABILITY

The undersigned representative of the project sponsor, to the full extent permitted by law, hereby releases and agrees to defend, indemnify, and hold harmless Rotary International and The Rotary Foundation, including their respective directors, officers, trustees, employees, agents, and representatives, any registered Rotary Volunteer(s), and all members, officers, directors, committee members, and employees of the sending Rotary clubs and districts ("Indemnitees"), from and against all claims, including claims of subrogation, demands, actions, damages, losses, costs, liabilities, expenses (including reasonable attorney's fees and other legal expenses), awards, judgments, and fines asserted against or recovered from Indemnitees, arising out of any act, conduct, omission, negligence, misconduct, or unlawful act (or act contrary to any applicable governmental order or regulation) of such project, the sponsoring club, including their directors, officers, members, employees, volunteers, agents, and representatives, during or as a result of participation in the World Community Service program or the Rotary Volunteers program. The foregoing includes, without limitation, injury or damage to the person or property of Indemnitees or any third party.

## AGREEMENT

*I hereby state that I have read and understood this form. I attest the information on this form is accurate and complete. I certify that all funds and materials that are received in support of this project will be properly applied to the project and will be promptly acknowledged. The sponsor club and/or district is committed to supporting this project and hosting Rotary Volunteers if required. If I am a primary or secondary project contact, I agree to have my contact information published on ProjectLINK ([www.rotary.org/projectLINK](http://www.rotary.org/projectLINK)).*

### 1. Host/Sponsor Club President in Project Country (required if a club project)

Name: \_\_\_\_\_

Rotary Club of \_\_\_\_\_ District: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 2. District Governor of Sponsor District in Project Country (required if a district project)

Name: \_\_\_\_\_

District: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 3. Primary Project Contact (required)

Name: \_\_\_\_\_

Rotary Club of \_\_\_\_\_ District: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 4. Secondary Project Contact (required if there is a second contact)

Name: \_\_\_\_\_

Rotary Club of \_\_\_\_\_ District: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return completed ProjectLINK Submission Form to:**

Rotary International  
International Service Programs  
One Rotary Center  
[www.rotary.org/projectLINK](http://www.rotary.org/projectLINK)

1560 Sherman Avenue  
Evanston, IL 60201-3698 USA  
Phone: +1 847-866-3460 • Fax: +1 847-866-6116  
E-mail: [international.service@rotary.org](mailto:international.service@rotary.org)