



# Nonprofit Day Submission

## Leadership Lodi 2024

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

Name of Not-for-Profit Member Organization: \_\_\_\_\_

Location Address: \_\_\_\_\_

Mailing Address if Different/AND/Website address: \_\_\_\_\_

Phone Number & Email Address: \_\_\_\_\_

Name & Title of Contact: \_\_\_\_\_

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Dear Lodi Chamber of Commerce and Leadership Lodi Program,

Our organization would like to submit the following and be considered for (1) a class project proposal or (2) to be included in the informative session of the 2022 Leadership Lodi's Nonprofit Day, taking place on **March 12, 2024**. We understand that in order to have our project proposal formally considered, a 1-page (2 sided) project summary sheet must be attached.

Category Type (choose one):

**Informational Only** *Material Distribution/In-Direct Public Relations*

Do you have materials (brochures, handouts) available to provide to the Chamber for distribution to the class participants?  Yes  No  
If asked, are you available to talk about your organization during a brief session on March 14, 2020 (time TBD)?  Yes  No

**Project Proposal** *Requires "Quick Sheet" Proposal Summary, to be attached – see 2<sup>nd</sup> page for detailed description*

If selected, are you available to give a brief 10–15-minute presentation, in-person on the morning of March 12<sup>th</sup> – time and location TBD?  Yes  No

- *If selected, would your organization be interested in participating in an on-site visit/tour on March 12<sup>th</sup>, time TBD?  Yes  No (on-site visits are based on the final schedule and time limitations and are not guaranteed)*
- *Does your location/facility easily accommodate a visit by a group of up to 20 people?  Yes  No*

Please also answer the following:

Will you be able to provide 20 copies of your Proposal Summary (Limited to one 8 ½ x 11 page, two sided) to the Lodi Chamber class?  Yes  No

**Guidelines for Project Proposal Summaries is available on the next page, along with presentation tips.**

Submitted by: \_\_\_\_\_  
Printed Name Signature

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**For Chamber use only:** Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Contact Notes:

## **Project Proposal “Quick Sheet” Check List:**

Your Proposal Summary should be limited to one 8 ½ x 11 page (two sided is ok) and will be distributed on Nonprofit Day to the 2023 Leadership Lodi Class participants. The class will use this information to review as needed, when they collaboratively decide which project, they would like to undertake in 2024.

**To be effective, your Proposal Summary needs to include these elements:**

- The name of your organization and the name of project
- Purpose and mission
- Board Members and key people within your organization; date of inception and contact information
- Community impact
- Is this a need of under or over 25k?
- Time commitment
- Costs and possible funding and labor sources
- Is construction involved? Indoor or outdoor?
- What regulations/licenses/permits are required?
- Any marketing expectations or needs?
- If your organization is not selected as the 2023 project, how will you go about fulfilling your goal?
- Possible future volunteer opportunities within your organization

*Please submit this summary for review no later than **February 15, 2024**. Project Proposal Summary submissions not received by 5:00pm on that day may be withdrawn from consideration. No Power Point presentations will be accepted due to equipment limitations.*

## **In-Person Presentation Tips**

**Successful Presenters:**

- Convey their purpose early
- Include rational and emotional appeal
- Are positive, up-beat, inspiring
- Use props, testimonials
- Present a CLEAR project idea
- Stay within their allowed time allotment; we have a strict 10–15-minute timeline, which should include a question period (leave time for questions!)

**If selected, you will need to provide 20 copies of your Project Proposal Summary sheets for distribution to the class participants. It is also recommended that you provide:**

- Business cards
- Brochures, if available