

ASALH Program Request Form

This form is to be used by an ASALH Committee to request the relevant ASALH cluster to review a potential project. IF YOU ARE USING THIS AS A DRAFT FORM FOR YOUR COMMITTEE YOU CAN DO A COUPLE OF THINGS

1. Put in the description the following note: THIS IS FOR COMMITTEE ONLY DO NOT SEND TO PLANNING. You will have resubmit if you do want planning to consider this.
2. Print out the the form in advance and write in Word Docs or Google Docs

Proposals must be submitted to the ASALH Cluster Chair. Proposals will be reviewed and prioritized on a rolling basis. Approval will be based on strategic objectives and fiscal requirements. A response will be given to the requester within 30 days of submission.

The budget and expense worksheet should be filled out and submitted at the same time as an ATTACHMENT. The link to this form is here <https://docs.google.com/document/d/1JX0TEXGhl-MbHuSNx3ZNVgxzvBAPifExt0-HAZpj2ao/edit?usp=sharing>

If ALL parts are not filled out, your request will be denied and sent back for further information.

If you have any questions or concerns about your proposal please contact Aaisha Haykal at ahaykalasalh@gmail.com

Email *

bspencerdunn@yahoo.com

Provide your full name *

Barbara Spencer Dunn and Bettye J. Gardner

Are you the individual who will be working with the cluster lead?

- Yes
- No
- Maybe

What cluster are you representing? *

- Governance
- Development
- Program
- Membership
- Management and Finance
- Strategic Planning

Is this coming from a committee or individual? *

- Committee
- Individual

Which committee is it?

Woodson Home Committee

If it is a committee, has the full committee voted to approve project? *

- Yes
- No
- Not Sure
- This is not from a committee

Provide a description of the project

This description should include all relevant details for the project including who, what, and why.


Project Title *

Abstract for Virtual Symposium A Bold Vision: Revisitin the Life and Legacy of Dr. Carter G. Woodson and What it Means Today

Description (500-1000 words) *

See attached - Carter G. Woodson 2021 Birthday Celebration

If you prefer to upload the description please do so here

 abstract for Woo...

Is this a one-time or continuing effort? *

One-time

Continuing

Other:

Does this project involve outside organizations? *

Yes

No

Maybe

If so, please list them here.

The organization's role should be outlined in the above description.

National Park Service (NPS) and Omega Psi Phi Fraternity, Inc.

Has the/these organizations approved participation?

Yes

No

Not Sure

Estimated Start Date *

MM DD YYYY

06 / 07 / 2021

Estimated End Date *

MM DD YYYY

12 / 18 / 2021

Estimated Budget: Include the total of Direct Cost plus Indirect Cost of 10 percent. (The indirect cost rate is the method used to allocate the proportion of general (non-direct project) expenses that each project will bear. *

\$1,200.00

How will the project impact ASALH revenue? Provide a description and supporting factors for each proposed project including, a starting date, and a 3 year estimate for the following: Participation level, the net monetary gain and a statement describing how the estimates were reached:1. Will membership be increased?2. Will sales of ASALH products increase?3. Will registration for events increase?4. Will this increase sponsorships, grants and income from special projects? *

See attached

What staff support is needed for the proposal? (i.e. website edits, financial (i.e. sending out invoices), printing, meetings). Don't forget that this includes national office support as well as committee members. *

email flyers and announcements; Executive Director estimated no additional cost to staff

SWOT Analysis

It is important that when you propose a new project for ASALH to undertake that you consider its alignment with ASALH's strategic plan, outcomes,

How does this project align with ASALH's strategic plan? *

This program aligns with the strategic plan in its promotion of the Woodson Legacy.

What are the project outcomes (ex. funds raised, members joined, people reached, etc)? *

People reached and promotion of membership growth.

What strategies will be used to achieve outcomes? *

Promotion of Symposium to ASALH Membership, extensive networks of ASALH, the National Park Service, the Omega Psi Phi Fraternity, Inc, and the general public.

Indicators of project success *

Number of people attending and the growth in membership.

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