



Canadian Children's Optimist Foundation in your **community**

The Canadian Children's Optimist Foundation is a Canadian charity recognized by the Canada Revenue Agency. **Charitable Number: 874718950RR0001**

RECEIVED DATE

**OUTSOURCING PROGRAM
SCHEDULE "B" FORM**

Project Name:

Optimist Club contact information

<i>Club number</i>	<hr/>
<i>Club name</i>	<hr/>
<i>Club chartered year</i>	<hr/>

Responsible contact information

<i>Name</i>	<hr/>
<i>Member number</i>	<hr/>
<i>Telephone</i>	<hr/>
<i>Email</i>	<hr/>

Nature of project:

Charitable purpose of Project:



Project Parameters

Project dates

Start date of financing of the Project	
Starting date of the implementation of the Project	
Phase 1 date	
Phase 2 date	
Phase 3 date	
Phase 4 date	
Phase 5 date	
Estimated completion date of the Project	

Where the project will be held? - Project Location

City	
Province	

Who is it for? – Identify your beneficiaries

Identify the participants – (Optim. members, Community members, Government entities, Associations, Non-profit organizations ...)

i. Fundraising efforts	
ii. Executing the project	
Number of person estimated (i + ii)	



DETAILED BUDGET

Budget

Revenue

*Donations (definition on p. 3)	
Sales (Event tickets, chocolate bars, ...)	
Lottery (50-50, Bingo, Raffle, Auction)	
**Sponsorship (definition on p. 3)	
***Gift in Kind - estimated (definition on p. 3)	
Down payment of the club	
Other (government/municipality grant ...):	
TOTAL OF REVENUE [A]	

Cost – to fundraise to realize the project

Material (use to fundraise)	
Labour (professional services, catering ...)	
Marketing (promotional items, printing ...)	
Operating cost (Permit, Renting, Transport ...)	
CCOF Administration Fees (see schedule D)	
Sub-Total [B]	

Cost – for the project itself

Material (use for the project)	
Labour (professional services, catering...)	
Marketing (promotional items, printing ...)	
Operating cost (Permit, Renting, Transport...)	
Other: _____	
Other: _____	
Sub-Total [C]	

TOTAL OF COST [B + C]

Net [A – (B + C)]

Signature – Responsible

Signature – Club President

MM / DD / YY

PROJECT NUMBER:

RESERVED TO THE ADMINISTRATION

Approved

Rejected

Signature – Director

MM / DD / YY