



# IDEA Forum

Improve, Develop, Explore, Assess

(The I.D.E.A. forum is based on a successful program of The Fox Valley Humane Association)

## Proposal Submission

The I.D.E.A. forum invites ideas and methods to improve The Washington County Humane Society and its efforts for the animals that need us.

Please provide insight to the following aspects of your proposal. Only fully completed submissions will be considered. Please include any additional materials that would support your proposal.

**Please fill out the contact information and checklist on this document and submit with your proposal.**

Contact Information (for internal use only):

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

Please provide detailed insight into each of the following aspects of your proposal:

1. Identify the area of concern your proposal seeks to improve.
2. What is the goal you would like to accomplish through this proposal?
3. Assume that WCHS staff/volunteers are currently at capacity with regard to job duties and functions. How many additional staff members or volunteers do you feel would be necessary to implement your proposal?

4. If a staff position (or more) would be required to implement your proposal, please explain how you would go about raising the necessary funds to cover that staff person's salary?
5. If no staff position is required, please explain how you would recruit additional volunteers to implement your proposal?
6. Please describe the training that would be necessary to prepare the staff members or volunteers to implement your proposal.
7. Aside from staffing, what expenses would be associated with your proposal and how could the necessary funding be acquired (provide any known grant opportunities or direct donors/sponsors)?
8. Describe how you would assess or measure the success of this proposal once implemented.

**Please check the corresponding bullets to ensure completion of each requirement for submission, then sign and date at the bottom.**

- Contact Information
- Goal of proposal (Improve)
- What procedures are required (Develop/Explore)
- What staffing needs are associated (Develop/Explore)
- How funding will be obtained (Develop/Explore)
- How success will be measured (Assess)

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Signature

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Date