



## ZCLA PROPOSAL FORM FOR NEW PROGRAMS & PROJECTS

**WHO CAN SUBMIT A PROPOSAL?** Any member of ZCLA may submit a proposal.

**HOW TO SUBMIT A PROPOSAL.** Use this form to help think through your idea. Consult and brainstorm with others for input, views, and to get required information. It is recommended that you discuss and develop your proposal with the Steward to whom the proposal will be submitted. Take a big view of the Center. This will help you assess whether your idea is in line with the Center's Mission and Vision, whether it will genuinely benefit the Sangha, or whether it is based on self-interest. Fill out the form as completely as you can. *Please submit via email* so that the proposal can be circulated.

**TO WHOM ARE PROPOSALS SUBMITTED?** Proposals for Programs are submitted to Katherine Senshin Griffith, Program Steward, at [programsteward@zcla.org](mailto:programsteward@zcla.org) . Proposals for grounds and facilities are submitted to Mary Rios, Business Manager, at [business@zcla.org](mailto:business@zcla.org) .

**WHAT ARE SOME EXAMPLES OF PROPOSALS?** Examples of past proposals include the following programs and projects: an exercise room for Residents, opening a chapter of the Buddhist Peace Fellowship, organizing a sitting group affiliated with ZCLA, a program for environmental awareness, a Health Circle, etc.

**WHAT HAPPENS ONCE A PROPOSAL IS SUBMITTED?** When a proposal is submitted, the receiving Steward will establish a protocol as to how the proposal will proceed and to track its progress. Depending on the proposal, the protocol may be very simple or complex, having to wend its way through many councils and people. We operate by the principles of Shared Stewardship, which includes as much input as possible up-front. This helps to ensure that once a proposal is approved, it has been thoroughly opened up, and implementation is without the usual roadblocks.

After the protocol is followed and all concerns addressed, a decision will be made on the proposal. Submitters will be notified in writing of the outcome.



Submitted by: \_\_\_\_\_

Received by: \_\_\_\_\_

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

1. Name of Submitter(s):

2. Name of Proposed Program or Project:

3. Description of Proposed Program or Project:

4. Background Information (including how this proposal came about).

5. What need does this program serve? Include the personal need of the submitter this activity serves. Who is the target group? Explain how the program fits into the Center Mandala.

6. How does the program fit into the Center's Vision, Mission, and Core values? Cite specific core values.

7. What are the benefits of the program to the Center?

8. Are there any risks to the Center?
  
9. What is the budget for this proposal? Include income and expenses.
  
10. Who will steward this program?
  
11. What are the time parameters of this program? Include proposed start date, duration of the program, probable end date.
  
12. What factors must be considered for this proposal to go forward? For example, how does this proposal impact the following?
  - A. Center resources
    - (1) Staff
    - (2) Budget
    - (3) Liability
    - (4) Use of Center space
    - (5) Parking
    - (6) Maintenance
    - (7) Other
  - B. Safety and Security
  - C. Scheduling
  - D. Center teachers
  - E. Other

Attach additional pages as needed (be lean, but thorough).

**PROTOCOL ON HOW THIS PROPOSAL WILL MOVE FORWARD:**

The protocol will be created at the time the proposal is submitted to the receiving Steward. Guidelines for review of the proposal include:

1. Which Circle(s) should provide input? For example: Teachers, Executive, Buddha Hand, Residents, Brown-Green, Shared Stewardship, Board, etc.
2. Staff/Day Group input.
3. Abbot/Head Teacher input.
4. Other input.
5. What is the time sequence of input?

**ACTION TAKEN ON PROPOSALS** (include explanation of action):

*Thank you for your offering!*