

**PLAN OF WORK**

**For School Year** \_\_\_\_\_

**Name of Requestor** \_\_\_\_\_

**Name of Supported  
Event/Project** \_\_\_\_\_

**Activities** \_\_\_\_\_

**Vendor/Supplier (if applicable)** \_\_\_\_\_

**Date of Agreement/Contract (Negotiate only—President signs!!)** \_\_\_\_\_

**Budget Allotted** \_\_\_\_\_

**Goals** \_\_\_\_\_

**Objectives/Outline Steps (Include time frame)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Supplies Necessary** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Volunteers Required?** \_\_\_\_\_

**\*\*Email Proposals and Estimates to:** [hanorah.tyer-witek@usmc.mil](mailto:hanorah.tyer-witek@usmc.mil)

**Plan Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\*\*No money can be spent or work done until plan of work is approved by the Board of Directors. Copy of Approved plan of work returned to requestor, original is filed with the minutes of meetings approved.*