



**DIOCESAN ASSEMBLY OF CENTRAL FLORIDA
2019-2020 Outreach Project
Nomination Form**

Name of person making nomination: _____

Email: _____ Phone _____

Name of Outreach Project: _____

Organization's Address: _____

Contact person for project proposal: _____

Email: _____ Phone _____

Nonprofit status code: _____ (Attach a copy of your 501(c)(3) Letter of Determination)

Outreach Project Guidelines

1. The nominating person must provide a written description of the project and make a three minute presentation at the Diocesan Fall Assembly on Sat., Sept. 21, 2019, Christ the King Episcopal Church, Orlando, FL.
2. On a separate sheet of paper, describe in 350 words or less the purpose/mission of the organization; area served; church affiliation (if applicable); and, any other pertinent information about the organization.
3. Print your response in MS Word, using 12 pt font, double-spaced. At the top of the page, list the name of the project and the organization's name.
4. Staple your response to the Nomination Form. If you are using email, send the Nomination Form and response as an attachment.
5. Provide copies of the organization's brochures/handouts as available.
6. The deadline to submit your nomination is on or by 11:59 PM, Saturday, August 31, 2019.
7. Mailed nominations must be postmarked by August 31, 2019.
8. Send completed Nomination form and your response to:
Karen Adderly Clark
2258-2 Coach House Blvd.
Orlando, FL 32812
kac5803@bellsouth.net