

# FLORIDA REGIONAL SERVICE PROJECT PLAN

For use by Fellowship Development Group – then submitted to the Human Resource Panel.

DATE: \_\_\_\_\_ SUBMITTED BY: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

START DATE: \_\_\_\_\_ EXPECTED LENGTH OF PROJECT: \_\_\_\_\_

WHY IS THIS PROJECT NEEDED: \_\_\_\_\_

WHAT IS THIS MEANT TO ACCOMPLISH: \_\_\_\_\_

DESCRIBE PROJECT: \_\_\_\_\_

PROJECT GOAL: \_\_\_\_\_

WORKGROUP REQUIREMENTS: \_\_\_\_\_

PROJECTED PROJECT FINANCIAL REQUIREMENTS: \_\_\_\_\_

Provide details on reverse side of this page (if applicable)

WILL THE WORKGROUP NEED TO MEET ON THE RSC WEEKENDS? YES NO INFORMALLY

HOW MANY MEMBERS ARE NEEDED FOR THE WORKGROUP? \_\_ 1-3 \_\_ 4-6 \_\_ 7-9 \_\_ 10-12

EXPLAIN SUGGESTED NUMBER OF MEMBERS: \_\_\_\_\_

SUGGESTED QUALIFICATIONS AND/OR BACKGROUND OF WORKGROUP MEMBERS: \_\_\_\_\_

# FLORIDA REGIONAL HUMAN RESOURCES PLAN

For use by Human Resource Panel – then submitted to the  
Fellowship Development Group Leader & Administrative Committee

DATE: \_\_\_\_\_ SUBMITTED BY: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

START DATE: \_\_\_\_\_ EXPECTED LENGTH OF PROJECT: \_\_\_\_\_

WORKGROUP REQUIREMENTS:

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

WILL THE WORKGROUP NEED TO MEET ON THE RSC WEEKENDS? YES NO INFORMALLY

HOW MANY MEMBERS ARE NEEDED FOR THE WORKGROUP? \_\_ 1-3 \_\_ 4-6 \_\_ 7-9 \_\_ 10-12

SUGGESTED QUALIFICATIONS AND/OR BACKGROUND OF WORKGROUP MEMBERS: \_\_\_\_\_

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

Leader \_\_\_\_\_ Area \_\_\_\_\_

Member \_\_\_\_\_ Area \_\_\_\_\_

Member \_\_\_\_\_ Area \_\_\_\_\_

Member \_\_\_\_\_ Area \_\_\_\_\_

Member \_\_\_\_\_ Area \_\_\_\_\_

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Member \_\_\_\_\_ Area \_\_\_\_\_

Member \_\_\_\_\_ Area \_\_\_\_\_

Member \_\_\_\_\_ Area \_\_\_\_\_

# IDEAS FOR FLORIDA REGIONAL SERVICE PROJECTS

## SUBMISSION FORM

For use by any member, group, board, or service committee

DATE: \_\_\_\_\_ SUBMITTED BY: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

CONTACT INFO: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PROJECT OR IDEA IS (check one):

Printed Material  Audio/Visual \_\_\_\_\_

New  Revision to existing material \_\_\_\_\_

PROJECT IS FOR USE BY (check one):

Members  Groups  Service Committees  Outside the Fellowship

NAME OF PROJECT OR IDEA: \_\_\_\_\_

DESCRIPTION OF PROJECT OR IDEA: \_\_\_\_\_

WHY IS THIS PROPOSAL NEEDED: \_\_\_\_\_

PROJECTED PROJECT FINANCIAL REQUIREMENTS: \_\_\_\_\_

Provide details on reverse side of this page (if applicable)

WHAT IS THIS MEANT TO ACCOMPLISH: \_\_\_\_\_

*Please attach any background information that would assist the Fellowship Development Group in their consideration of this idea.*

# FLORIDA REGIONAL SERVICE PROJECT PLAN

*For use by Fellowship Development Group – then submitted to the Human Resource Panel.*

DATE: \_\_\_\_\_ SUBMITTED BY: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

START DATE: \_\_\_\_\_ EXPECTED LENGTH OF PROJECT: \_\_\_\_\_

WHY IS THIS PROJECT NEEDED: \_\_\_\_\_

WHAT IS THIS MEANT TO ACCOMPLISH: \_\_\_\_\_

DESCRIBE PROJECT: \_\_\_\_\_

PROJECT GOAL: \_\_\_\_\_

PROJECTED PROJECT FINANCIAL REQUIREMENTS: \_\_\_\_\_

Provide details on reverse side of this page (if applicable)

WORKGROUP REQUIREMENTS:

WILL THE WORKGROUP NEED TO MEET ON THE RSC WEEKENDS? YES NO INFORMALLY

HOW MANY MEMBERS ARE NEEDED FOR THE WORKGROUP? \_\_ 1-3 \_\_ 4-6 \_\_ 7-9 \_\_ 10-12

EXPLAIN SUGGESTED NUMBER OF MEMBERS: \_\_\_\_\_

SUGGESTED QUALIFICATIONS AND/OR BACKGROUND OF WORKGROUP MEMBERS: \_\_\_\_\_

# Fellowship Development Pool Form

*Thank you for your interest in entering the Fellowship Development Pool. Please provide us with the following information. If at some point you are considered for service, you may be asked for additional information.*

**Please type or print legibly and return to: Human Resource Panel, Florida Regional Service Office, 706 North Ingraham Ave. Lakeland, FL 33801 or Fax to: 1-863-683-8184**

**Today's Date:** Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Is this:  First Submission or  Update

**General Service Interest** - Mark your preference based on your interest, skills, and background. You may choose one or both options. Those selecting only NA World Service Projects will not be considered for HRP nominations to the World Service Conference (WSC).

- Florida Fellowship Development Projects
- NA World Service Projects
- Regional Nomination Consideration for: World Board, Human Resource Panel, or WSC Co-facilitator

## Contact Information

Name: \_\_\_\_\_ Clean Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*Month Day Year*

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Postal/Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Your Area: \_\_\_\_\_ Home Group \_\_\_\_\_

**Relevant Education, Occupation, and Life Experiences** - Please provide information regarding any relevant educational background, occupational skills, or life experiences.

### Education:

- Did not complete HS  HS Grad  Some College  College Grad  Some Post Grad
- Completed Post Grad  Trade School completed  Training/Certificate Program  Other

Please provide details:

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**Occupation:**

Please provide details:

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**Life Experience:**

Please provide details:

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**Language:** For each language, please indicate your skill level as FLUENT, AVERAGE, or MINIMUM by marking the appropriate boxes. Include all languages that apply.

My 1<sup>st</sup> Language is \_\_\_\_\_ **I Can Write**  Yes  No - **I Can Read**  Yes  No

Other Languages

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Speak -  Fluent  Average  Minimum --- Write -  Fluent  Average  Minimum

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Speak -  Fluent  Average  Minimum --- Write -  Fluent  Average  Minimum

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Speak -  Fluent  Average  Minimum --- Write -  Fluent  Average  Minimum

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Speak -  Fluent  Average  Minimum --- Write -  Fluent  Average  Minimum

**Service History** - Please write the total number of years of service at each level of service in the "Total Years Served" box below. Please check mark the boxes next to the positions served.

**World Service** - Total Years Served \_\_\_\_\_ (Check all boxes of that apply)

- Ad Hoc/Focus
- Group/Workgroup
- Human Resource Panel
- NAWS Development Travel
- NAWS Public Relations Resource
- Pre-1998 WSC Committees or Boards
- RD / AD
- Special Worker
- World Board
- WSC Co-facilitator
- Other

Please provide details:

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**Zonal** - Total Years Served \_\_\_\_\_ (Check all boxes of that apply)  RD / AD

Other \_\_\_\_\_

**Convention/Corporation/Service Office** - Total Years Served \_\_\_\_\_ (Check all boxes of that apply)

- Board of Directors (BOD)
- Committee Member
- Executive Committee
- Special Worker
- Regional Convention
- Area Convention
- Common Needs Convention
- RSO
- ASO

Please provide details:

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**Area Service** - Total Years Served \_\_\_\_\_ (Check all boxes of that apply)

- Administrative  Event/Activities  Fellowship Development  Group Service Representative
- H & I  PR/PI  Literature Distribution  Literature Review  Newsletter  Outreach
- Phone/Helpline  Website/Internet Technology  RCM  Policy  H & I  Translation

Please provide details:

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**Regional Service** - Total Years Served \_\_\_\_\_ (Check all boxes of that apply)

- Administrative  Event/Activities  Fellowship Development  RCM  Archivist
- H & I  PR/PI  Literature Distribution  Literature Review  Newsletter  Outreach
- Phone/Helpline  Website/Internet Technology  RCM  Policy  H & I  Translation
- HRP  Resource Coord.  Project Leader  Project Member  FD Leader  FD Member

Please provide details:

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**Service Preferences** – Please list the top two most fulfilling service positions/responsibilities from above.

**Service Position / Responsibility:** \_\_\_\_\_  
**Why was it fulfilling?**

Please provide details:

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**Service Position / Responsibility:** \_\_\_\_\_  
**Why was it fulfilling?**

Please provide details:

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**Challenges** – \_\_\_\_\_ I cannot attend Regional Service Committee weekends, but, I would like to be considered for participation in projects.

**Please explain your challenge**

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I can participate via: \_\_\_\_\_ Conference Calls \_\_\_\_\_ E-mail \_\_\_\_\_ Online Chatroom Meeting