

**APPENDIX 103-B – Chapter Activity/Project Proposal Form  
(example of filling out the form)**

- This form is generally used to propose a workshop or event to the board.**
- It may also be used to make suggestions to the board for chapter improvements.**
- It is not used for luncheon speaker suggestions (use Policies and Procedures 108 instead)**

To ensure board approval of an activity/project in a timely manner, please be aware that:

- A. The board generally meets once per month on the 4<sup>th</sup> Friday of each month – with no meeting in December.
- B. Generally, the board will need six (6) months lead-time to approve an event.
  1. The proposal needs to be emailed to the board prior to a board meeting.
  2. The board may need time to request clarification before final approval.
  3. The chapter newsletter publication deadlines require approximately a three (3) month lead-time in order to inform the chapter of the upcoming event. (Please see Policies & Procedure 113 for newsletter publishing deadlines).
- C. The proposal must be typed in electronic format so it can be distributed to the board by email.
- D. Upon completion of this form and for distribution to the board, please email to [mail@scv-camft.org](mailto:mail@scv-camft.org). Please do not fax it.

Please answer all of the following questions as thoroughly as possible to ensure the board will not need to delay the event by requiring clarification.

1. Date of this proposal: **1/25/08**
2. Individual, committee, task force or ad hoc advisory group submitting this proposal:  
  
**SCV CAMFT Mid-Region Committee**
3. Reason for this proposal: (If this proposal is to address an issue or problem, please describe the issue or problem as you see it. If this proposal is to add something new to the chapter, please describe the purpose)

**To present a workshop in place of our June 27, 2008 luncheon**

4. Brief details of the activity/project:  
  
**10:00 am – 5:00pm - A full day workshop featuring Dr. Thomas Marra, to address Dialectical Behavioral Therapy. Dr. Marra is a Fellow of the American Psychological Association and he has been practicing psychology for 30 years. He is President of the Center for Dialectical Behavior Therapy which is conducting research in private-practice settings on the use of DBT with co-morbid populations. He has written two books on DBT: one a patient workbook (Depressed and Anxious) and one a text for mental health professionals (DBT in Private Practice),**

5. Who will benefit or be served by this activity/project?

**All MFT /Social Work trainees, interns and therapists who wish to learn more about DBT and how they might implement this empirically validated therapy into their practice. This is a particularly helpful workshop for members who do not belong to DBT groups but want to use some of the techniques for mindfulness, etc. in their private practice or other settings.**

6. How will this activity/project be accomplished? Staffing? Location? Space? Date? Presenter?

**June 27, 2008. Dr. Thomas Marra. Michael's at Shoreline, Mountain View using the same 2 rooms as we did for the Legal & Ethical workshop in October 2007. The Mid Region committee will staff this event.**

7. Anticipated results/Anticipated challenges:

**Anticipated Results: A.) Surplus for the chapter. See details below. B.) Increased visibility in the community & possibly increased membership from our additional marketing methods. C.) Increased knowledge with new DBT methods/techniques for everyone, including members in private practice.**

**Anticipated Challenges: A). Marketing: Newsletter and monthly e-mail blasts; DBT connections through Patti Dolan; Posters for 5 local universities (SCU, SJSU, JFK, PTI and Notre Dame; The Therapist Exchange newsletter; Asking for marketing assistance by Santa Cruz CAMFT and possibly East Bay CAMFT;**

**B.) The Pre-workshop work & Day of Workshop (Our committee is up for this challenge); Tending to the details and any issues that may come up during the workshop day.**

8. Fiscal implications? Cost to chapter? Cost to participants?

**A. Costs to participants: \$135.00 includes CEU's, breakfast & a buffet lunch, and Dr. Marrra's book. This price is for all who register and pay by June 1. After June 1, registrants will pay \$145.00.**

**B. Costs to chapter: Dr. Marra's fee is \$1800 for the day. In addition, we'll pay him \$10.00 per book. He will pay all of his own costs except we'll include his breakfast and lunch at Michael's.**

<b>Dr. Marra's fee:</b>	<b>\$ 1,800.00</b>
<b>Books (50)</b>	<b>\$ 500.00</b>
<b>Room rental:</b>	<b>\$ 195.00</b>
<b>Food: (Based on 50 attendees)</b>	<b><u>\$ 1,500.00</u></b>

**Total: \$ 3,995.00**

**C. Totals (Based on 50 attendees)**

**Attendees payments: \$ 6,750.00**

**Cost: 3,995.00**

**Surplus: \$2,755.00**

9. Will the anticipated results exceed the value of the resources used?

**Yes. The Break Even number is approximately 30 attendees and we believe that number can be reached.**

10. Anticipated time-line with dates?

**1/15/08 SCV-CAMFT Newsletter deadline for March/April – Send in Save the Date**

**1/25/08 Board approval**

**2/01/08 Confirm date & terms with Dr. Marra in writing**

**2/01/08 Contact Santa Cruz & East Bay CAMFT for advertising (email blast)**

**2/15/08 Contact the Therapist Exchange for advertising (\$12.95)**

**3/15/08 SCV-CAMFT Newsletter deadline for May/June**

**4/01/08 MID Region tracking meeting**

**4/15/08 Poster for schools**

**5/01/08 Post workshop in chapter e-mail blast**

**6/01/08 Mid Region detailed protocol & volunteering assignments**

**6/27/08 DBT Workshop**

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