



Islamic Society of Frederick (ISF)

1250 Key Parkway
Frederick, MD 21702
(301) 682-6090

Committee Plan of Work

Event/Activity Name:

Committee Name:

Event/Activity Date(s):

Committee Chair:

Event/Activity Description:

Event/Activity Plan of Work: (Include Goals, Plan, Supplies Necessary, etc.)

Will services be provided by an outside contractor/vendor?

Yes

No

If yes, Contractor's/Vendor's Name & Contact Information: (Include a copy of the contractor's/vendor's estimate with this form)

Proposed Budget:

NOTE: If proposed budget is over \$2,500, you must itemize the budget to provide additional justification.

Approved By: (Print Name)

Signature:

Approval Date: