**COLUMBIA BUSINESS SCHOOL**

**GIVES BACK TO BOSTON**

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**Application for Pro-Bono Consulting Project Fall 2014**

Applications must be submitted as soon as possible but no later than June 1st, 2014

Applicants will be notified around July 7th whether they will be invited to make a brief presentation to the CBS Gives Back Board of Advisors as a Finalist

Projects will be staffed in August with work to commence after Labor Day.

Final recommendations and presentation will be given to the full Board in December 2014.

***Qualification Requirements***

* Organizations must have 501(c)(3) status.
* A Columbia University alumnus must recommend the organization.
* The organization must be located within the metro Boston area.
* The Executive Director will be the main contact for the CBS Gives Back team.
* The project must be scoped such that a 4-6-person team can develop a recommendation after 250-500 hours of work.
* The CBS Gives Back team will present their final recommendations to the full Board at a pre-determined Board meeting (typically early December).
* Upon completion of the project, organizations are requested to present a thank-you letter to the CBS Gives Back team.

***CBS Gives Back Contact Information***

Please send the application by June 1st, 2014 to: [Lei-Choon\_Ong@ml.com](mailto:Lei-Choon_Ong@ml.com). Applicant will receive an email confirmation that application has been received.

Lei-Choon Ong, ‘97

VP of Philanthropy, Columbia Business School Alumni Club of Boston

Chair, Columbia Business School Gives Back to Boston Advisory Board

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***Contact & Basic Information***

Name of organization:

Website:

Year established:

Annual budget:

Number of full-time employees:

Number of part-time employees:

Submitted by (name, title):

Name of referring CBS alumnus and role within organization (if any):

Please state your organization’s mission.

What is the geographical reach or your organization?

***Continued on page 3Project Description***

1. Please give a concise description of this project in 5 sentences or less.

2. What does the organization hope to gain through this review?

3. Why do you feel an outside consultant is the best provider of this review?

4. Have attempts been made internally to accomplish the objective?

5. Have you in the past used outside consultants regarding, or devoted staff resources to, this issue? If so, why have the attempts fallen short?

6. How will you gauge the success of the recommendation?

7. What do you perceive to be the risks for your organization associated with undertaking this review?

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***Staffing***

1. Please list the key members of the executive staff, their roles and their tenure.

2. Who will be the organization’s primary contact for the CBS Gives Back team? (Executive Director’s contact information)

3. Please list all the individuals within your organization who may be able to provide information and/or assistance to the CBS Gives Back volunteers:

4. How many hours will your staff be willing to devote to this project?

5. Are members of your Board aware of the issue? When and how will they be made aware of the consulting review?

6. Which members of your organization will be affected by the recommendations given by the CBS Gives Back team? Are you aware of any conflicts that may arise as a result of our recommendation?

***Thank you for your interest in participating in the CBS Gives Back program.***