


IPC DRAFTS

 **Please review the [Program Participant Instructions](#) page before attempting to complete these forms/templates.**

Section 1: Outreach Strategic Plan Template


In the table below, click on the DRAFT Strategic Plan link which will open a new page to be completed, approved internally, and concurred by the appropriate Regional Stakeholder V.P. team on or before 30 September 2015.

DRAFT Outreach Strategic Plan	Person Completing Form	Date Approved	Status
 <p>IPC Outreach Strategic Plan DRAFT has been approved and transferred (click to view)</p>			


 **Note:** Only **one** of the next two sections will remain active once the organization selects (a) the standard five CROPP Trip allocations or (b) to host, co-host, or sponsor a targeted community Outreach/Engagement Event at one point during the fiscal year (US \$10,000 target support limit). Templates will be created once the election is formalized.


Section 2: CROPP Trip Proposal Templates

In the table below, please click on the link for the next available BLANK Trip Proposal form that has not already been completed. Unless otherwise noted, if you see no entries in columns 2-6, you may assume that the form is available. Additional BLANK forms will be created by the CROPP Administrators as needed. Once you begin completing the template and **<Save>** the contents, the information from your DRAFT application will automatically appear in the table below so that the next person will know that the form has been taken.

 You may begin completing DRAFT Trip Proposals at any time; however, no further action (e.g., travel booking) will be taken until the Outreach Strategic Plan has been approved.

IMPORTANT: The applicable DRAFT Trip/Event Assessment template (*Note: rightmost column below*) should be completed within three (3) weeks of all travelers having returned from the event. Brief instructions are contained at the top of that form.

DRAFT Trip Proposals	Person Completing Form	Application Date	No. of Travelers	Event End-Date	Event City	Status	Assessment Due-Date	Trip Assessment Template
 <p>IPC Trip Proposal 1 DRAFT has been approved and transferred (click to view)</p>								IPC Trip/Event Assessment 1
IPC Trip Proposal 2 DRAFT								IPC Trip/Event Assessment 2 DRAFT
IPC Trip Proposal 3 DRAFT								IPC Trip/Event Assessment 3 DRAFT
IPC Trip Proposal 4 DRAFT								IPC Trip/Event Assessment 4 DRAFT
IPC Trip Proposal 5 DRAFT								IPC Trip/Event Assessment 5 DRAFT

 This page is not editable except by CROPP Program Administrators.