# Pro Forma Proposal

**Summary**:
- Create web form to collect award nominations
- Allow SPMS to approve nominations
- Notify coach of award recipients
- Allow coach to print certificate
- Post award recipients automatically on SPMS website

**General Outline of Programming Tasks:**

1) Design database table to store "Club Swimmer of the Month" information

   Form Field Names:

   > Name of swimmer - 30 characters
   > Swim Club Name - drop-down of SPMS Clubs
   > Month and Year
   > Brief reason for recognition - 50 characters
   >
   > Coach Name - 30 characters

2) Create "Club Swimmer of the Month Award" web form

3) Create web page for Anita to review submissions

4) Create web page to dynamically generate certificates
   Logos:
   > USMS
   > SPMS

   Basic Certificate Design:
   > Form fields above and Line for coach's signature

5) Create web page to display award winners on website

**Club Assistant Responsibilities:**
    Do everything listed above

**SPMS Responsibilities:**
- Provide Award Layout
- Provide Vector Art for all images (USMS, SPMS and any other images)
- Detail Form Fields
- Provide Text for Nomination Form
- Provide Text for Award Certificate
- Review Pages and Test Entire Process

**Timeline**: 2 weeks from receiving award layout, vector art, form fields, text for nomination form and text for award certificate

**Price:** ~~$1,000~~

**Non-Profit Price:** $500