



SAVIT Proposal Form

(Savings Are Valuable to Individual Taxpayers)

*(Indicates Required Field)

*Name: _____ *Date: _____

*Address: _____

*Phone number: _____

E-mail address: _____

For office use only:

Received: _____

Type: _____

Initials: _____

Note:

(1) Upon submission, SAVIT Committee can not guarantee original materials will be returned to applicant.
(2) SAVIT Committee reserves the right to reject proposals deemed incomplete.

Read Carefully and Sign: I hereby certify that the following proposal is the result of idea which I initiated and is submitted for consideration as set forth in this form. I have read those rules and understand and agree that Lane County shall have the right to make full use of my proposal. My submission of a proposal and/or acceptance of any award shall not be the basis of a claim against the SAVE-IT Committee or Lane County.

Signature

(Feel free to answer any/all questions on a separate sheet, and to include any supplementary materials.)

1. I propose that (Be specific - describe in detail your suggested improvement).
2. Describe the current situation, condition, method, procedure, as thoroughly as possible. Identify what needs improvement. (See rule #2 of the Instructions)
3. Describe how the change can be made (what steps or procedures are needed). Describe all procedures necessary to implement your proposal. Identify all known direct and indirect costs. If necessary, attach additional explanations, sketches, or other supporting data to this form.
4. How will your proposed change improve the present situation, or benefit a department of the county? Be specific. Show calculations and basis for calculations if your proposal will save money and/or time. If your proposals will not produce monetary savings, describe precisely the other benefits of your proposal.

INSTRUCTIONS FOR COMPLETING SAVIT PROPOSAL FORM

Thank you for your interest in the SAVIT program.

Proposals can be submitted via the following:

In person at the Lane County Commissioners office:

Lane County Board of Commissioners
125 E. 8th Avenue Eugene, OR
97401

Electronically via the SAVIT e-mail address:

SAVIT@co.lane.or.us

All employees of the County shall only submit proposals through the SAVE Committee process.

Proposal Instructions

1. Eligibility - To be eligible, a proposal must include a completely filled out **SAVIT Committee application form** (included), and should suggest the accomplishment of one of the following:

- a. Eliminates useless operations, duplications, safety hazards.
- b. Improves methods, procedures, product quality, service, working conditions, tools, material handling, security.
- c. Increases productivity, employee motivation, life and use of tools, equipment or supplies.
- d. Prevents accidents, work errors.
- e. Promotes cooperation, coordination, safety practices, or public relations.
- f. Reclaims defective materials, scraps.
- g. Reduces equipment use errors, working space, steps, or non-productive effort.
- h. Saves time, materials, labor, money, energy.
- i. Produces revenue.
- j. General savings or convenience to the public.

2. Ineligibility - A proposal is ineligible for **any** of the following reasons:

- a.** Proposals made by any member of the SAVIT Committee, or Lane County Employee.
- b.** Proposals that duplicate one that is already under consideration by the SAVIT Committee.
- c.** Proposals that take the form of complaints or grievances.
- d.** Proposals that criticize employees or their work performance.
- e.** Proposals that are already identified in a circulating document, e.g. internal or external audits, department work plans, and proposed or approved budgets.

3. Evaluation

The committee shall notify the proposal author upon submission. If accurately completed, SAVIT proposal forms will be reviewed by the SAVIT Committee. If additional information is required, notification will be given to the applicant that review will longer than expected. If a proposal is rejected, explanation will be given. Original submission materials WILL NOT be returned to the applicant. Applicant may be asked to attend SAVIT meeting to present their proposal.

4. ALL DECISIONS ARE FINAL

SAVINGS ARE VALUABLE TO INDIVIDUAL TAX-PAYERS