

Sample timeline of tasks

Task	By Whom	Deadline
Submit final report to all agencies/donors		5/31/2018
Review all items to update from event notes. Update budget final with Deb. Higginson		6/30/2018
Submit donation application to Barton Health Foundation		6/30/2018
Develop Contract with TYFS Board for event		7/1/2018
Written request to COL PAOLETTI, ROBERT F, JTFDS-CD Commander for 12 individuals to work the mission. James to contact FAS		8/31/2018
Ordering of Pipe and Drape from Camelot Rentals in Reno		8/31/2018
ALL Fundraising and in kind letters developed and sent		8/31/2018
Facility Use Request to LTCC and to Theater / Audio-Visual		8/31/2018
ConstantContact update of initial newsletters to volunteers, agencies, schools		8/31/2018
Constant Contact update of Volunteer, Agency, and School contact listing		8/31/2018
Contact National Institute on Drug Abuse 1-877-643-2644		9/9.2018
Create News Copy about program, encouraging Home Schooled kids to attend		9/9/2018
Contact the schools. Get accurate list of all teachers involved this year and administrators. Add to ConstantContact		8/29/2018
Letter to site principals requesting their interest in participating		9/15/2018
Clean up CC Email Listing for Department Heads/Organizers		9/9/2018
Collect information on agency participation		9/9/2018
School bus order completed and schedule determined		9/9/2018
Clean up CC listing for all volunteers: Remove previous students		9/9/2018
Post to FB: Signup.com information to gain volutneers		9/9.2018
Pre event Survey developed on SurveyMonkey.com and instructions for teachers, posted on makeschoolsafe.com		9/9/2018
Apply for EDC Community Grant/South Lake Tahoe (available Oct. 1)		10/1/2018
ConstantContact out to all volunteers		10/30/2018
Meet with 6th grade staff to review process		11.15.2018
Reminder to schools about surveys and student/adult listing via ConstantContact		11/15/2018
Email sent to all Volunteers on their assignments. Round one		11/15/2018
Database set up for this year, students/staff, clean up of CC contact listing to include all mailing and attending school staff		12/9/2018
All school sites: # of students, rosters needed using Excel		12/9/2018
Student surveys compiled. Posted to website, sent to Coalition, prepped on CC letter to go out		12/9/2018
ConstantContact with survey results sent to all staff and agencies and volunteers		12/9/2018
Revise student routing schedule		12.9.2018
Through CC, send out "Can you participate" to all volunteers on last year's spreadsheet.		1/13/2019
Research community bags		1/13/2019
Clean up of database. Checking for corrected dates and names		1/13/2019
Merged letter out to Volunteers		1/13/2019
Contact to service clubs of volunteers/donations		1/13/2019
"Smart Choices" student materials ordered, materials from State through ResourceCenter@adp.ca.gov		1/13/2019
General letter to all middle school staff about year's event: electronic email		1/13/2019
Organize full volunteer data base		1/13/2019
Reminders to agencies about CommunityBag fillers		1/13/2019
Request bid for Community Bags from printers		1/26/2019
Parent letter revised and translated into spanish		1/26/2019
Finalize student rotation schedule		1/26/2019
Communication made to CNG to get names of participating individuals		1/26/2019
Update of presentation summary sheet for service clubs (needs to be copied at TYFS)		1/26/2019
Email contact made to all agencies/individuals for updates		1/26/2019
update agency recognition spreadsheet in preparation for community bags		1/26/2019
Contact Sherry Ross to use Aries for 6th grade parents when trip slip forms go home explaining about event.		2/1/2019
Contract/BEO with Harrah's		2/1/2019
Last call to service clubs for donation: need names for bags.		2/15/2019

Send request to all agencies for them to finalize their lists: clean up spreadsheet of information	2/15/2019
walkie-talkie batteries and printer cartridges, colored paper for parent letter in community bags purchased	2/15/2019
Determine detailed "Times" for personnel arrival, training times/locations, etc.	2/15/2019
Update all vignette scripts: Send to appropriate individuals via email	2/15/2019
Post Visit Schedule developed for classroom visits (April 6ish)	2/15/2019
Post post-event/parent survey	2/15/2019
Order t-shirts i/ bags (sent by email)	2/15/2019
Get all community bag stuff to Larry at STMS for filling	3/5/2019
Assign all students and staff their group numbers. Send school staff lists to review prior to printing tags	3/5/2019
Purchase name tags for students and volunteers. Need 400	3/5/2019
Post Student survey and parent information developed and posted to website: www.makeschoolssafe.com	2/26/2019
Send out all volunteer letters	2/28/2019
Clean up Constant Contact Email Listing for volunteers/agency/schools.	2/9/2019
Revise and send out Constant Contact News with all updates for volunteers/agencies/schools.	2/28/2019
Task letter to all agency personnel: Use Volunteer Format of 2.16.2016	2/28/2019
1st Run of Student Placement Lists to teaching staff/school for corrections	2/28/2019
Community Bags filled by STMS CLUB Live	3/15/2019
Name tags created for students/staff	3/15/2019
Student Finder Lists created by 1st Per. Teachers and DSP Group Number	3/15/2019
Name Tags created for volunteers (non-agency only)	3/15/2019
Final confirmation of food with Harrah's	3/15/2019
Parent Letter/Permission Slip sent home. Ask schools to include in aries system to ensure they are returned quickly.	3/15/2019
CNG/NAS Workday orders emailed	3/15/2019
Update/Produce Military Work Schedule. Include Map/student Rotation/Student Greetings	3/15/2019
Update/Produce "Teacher Final Letter" Include name badges and listing by period 1 teacher for distribution. Deliver to schools.	3/15/2019
Resend Volunteer/Agency Work Assignment Letter for final time	3/20/2019
Send Final ConstantContact to all workers with final changes	3/21/2019
Volunteer Notebook and instructions	3/22/2019
Volunteer Sign in post and process	3/22/2019
Prep "thank you letter" to all identifying survey location through CC. Schedule to send out END of event day. Make sure all columns/survey links are updated	3/22/2019
Develop news story thanking everyone plus identifying pre/post survey location	3/22/2019
Event Set Up	4/1/2019
The Big Show! COMMUNITY BAGS DISTRIBUTED AS KIDS GET BACK ON THE BUS.	4/1/2019
COMPLETE REPORT FOR ALL FOR GOOD (DISNEYLAND TICKETS)	4/2/2019
Hand written thank you to Embassy, Harrah's, CNG	4/2/2019
Collection of Student, volunteer, parent surveys	4/15/2019
Final Report Letter developed. Agency sharing of information and posting to website	4/28/2019
Creation of Thank You Colage for agencies. Send Final Report, Colage, and community bag.	4/28/2019
Reservation for LTCC facilities for next event	4/28/2019
reservation for camelot rentalsfor next event	4/28.2019
Letters to Service Clubs about annual partnership	4/28.2019
Submission to Barton Foundation	4/28.2019
Initial Letter of Invite to School Principals	8/15/2019

Status

Notes

