

ROTARY ADVENTURES IN HEALTH CARE
START UP TIMELINE

1	Rotary to identify and contact Collaborating Agencies	Apr 1, 2019 - May 31, 2019	Determine level of interest and support with collaborating agencies. Share Deliverables/benefits and Roles and pro-forma budget
2	Host and Attend Meeting (Rotary Clubs of Record)	Jun 1, 2019 - Jul 1, 2019	The role of the <i>Rotary Club/Clubs of Record</i> will be to extend the recognized “Adventures” brand, develop the ADVENTURES IN HEALTH CARE Program with support of the other collaborating agencies, organize and oversee the ADVENTURES IN HEALTH CARE event and access a wide network of Rotary clubs and/or other community organizations sponsoring youth in their region. The other roles of the Rotary Club will include providing resources to be adult chaperones for students, act as Registrars for the event, coordinate travel including reception and safe return of students and marketing through the Rotary network. The club/clubs of record are responsible for chairing organizational and group planning meetings.
	Organize Initial Meeting	Jun 1, 2019 - Jun 10, 2019	Rotary to arrange initial meeting with all Collaborating Agencies
	Attend Meeting (all collaborators)	Jun 12, 2019 - Jun 30, 2019	The role each collaborator will be to design and provide a comprehensive, engaging and exciting program for its portion of the event agenda including facility tours consistent in theme with other portions of the event. They will own the agenda items related to its portion of the event and host Adventurers for lunch on the day. They <i>are</i> expected to support the development of the ADVENTURES IN HEALTH CARE Program, provide in kind and financial support to reduce the cost to Adventurers, market the program through their agency and other health sector networks.
3	Provide letter of commitment - Collaborating Agencies	Jul 3, 2019 - Jul 31, 2019	Provide a letter of commitment that will establish support for the program to go forward for at least one year.

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4	Receive letters of commitment-Rotary	Jul 3, 2019 - Jul 29, 2019	Once Rotary has received all letters of commitment it is at this point that a commitment from Rotary to support the program becomes a go or no go
5	Develop workplan with Agencies	Aug 3, 2019 - Sep 30, 2019	Finalize scope and schedule, program activities as well as agency roles and responsibilities
	Collaborate on program development	Aug 3, 2019 - Sep 30, 2019	Rotary to connect the dots between the individual programs regarding security, transportation, accomodation and food services
6	Marketing Plan Development	Oct 1, 2019 - Oct 31, 2019	Develop a marketing plan, identify channels for marketing activities and create new materials for advertising and promoting the program
7	Develop and implement student application process	Nov 1, 2019 - Nov 23, 2019	In partnership with one or more School Districts to not only reach all students but also to establish an interview process that will be able to vet all applicants.
8	Provide outreach	Nov 25, 2019 - Dec 31, 2019	Provide outreach to Rotary Clubs(if applicable) in the region.
9	Finalize each Collaborators program components	Jan 1, 2020 - Apr 4, 2020	Each collaborators to finalize their component of program and lunch for Adventurers that day.
10	Solicit volunteers for chaperones, registrar, coordinate travel, marketing	Feb 1, 2020 - Apr 15, 2020	Rotary to establish timelines and parameters for volunteers.

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11	Lab Safety Training	Apr 6, 2020 - Apr 22, 2020	Student lab safety info and training
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12	Program delivery	May 6, 2020 - May 9, 2020	-