

	A	B	C	D	E
1	Task	By Whom	Deadline	Status	Notes
2	Submit final report to all agencies/donors		5/31/2016		
3	Review all items to update from event notes. Update budget final with Deb. Higginson		6/30/2016		
4	Submit donation application to Barton Health Foundation		7/1/2016		
5	Written request to COL. Lewis, JTFDS-CD Commander for 12 individuals to work the mission.		9/9/2016		
6	Ordering of Pipe and Drape from Camelot Rentals in Reno		9/9/2016		
7	Fundraising and in kind letters developed and sent		9/9/2016		
8	Facility Use Request to LTCC and to Theater / Audio-Visual		9/9/2016		
9	Review and update timeline		9/9/2016		
10	Develop Contract with TYFS Board for event		9/9/2016		
11	Write grant for El Dorado Community Grant		9/9/2016		
12	Clean up CC Email Listing for Department Heads/Organizers		9/9/2016		
13	Email list developed: agency invite created and sent		9/9/2016		
14	Collect information on agency participation		9/9/2016		
15	School bus order completed and schedule determined		9/9/2016		
16	Letter to site principals requesting their interest in participating		9/9/2016		
17	Contact Harrah's Foundation for assistance - work on contract - provide deposit		9/9/2016		
18	Clean up CC listing for all volunteers: Remove previous students		9/9/2016		
19	Pre event Survey developed on SurveyMonkey.com and instructions for teachers		9/9/2016		
20	ConstantContact out to all volunteers		10/30/2016		
21	Contact TYFS staff for community bags		1/13/2017		
22	Revise student routing schedule		1/13/2017		
23	Clean up of database. Checking for corrected dates and names		1/13/2017		
24	Merged letter out to Volunteers		1/13/2017		
25	All school sites: # of students, rosters needed using Excel		1/13/2017		
26	Contact Kae Reed/Mountain News: DSP is on		1/13/2017		
27	Community Bags		1/13/2017		

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28	Contact to service clubs of volunteers/donations		1/13/2017		
29	"Smart Choices" student materials ordered, materials from State through ResourceCenter@adp.ca.gov		1/13/2017		
30	General letter to all middle school staff about year's event: electronic email		1/13/2017		
31	Organize full volunteer data base		1/13/2017		
32	Reminders to agencies about CommunityBag fillers		1/13/2017		
33	Request bid for Community Bags from printers		1/26/2017		
34	Parent letter revised and translated into spanish		1/26/2017		
35	Finalize student rotation schedule		1/26/2017		
36	Finalize "job assignments" for all volunteers/agency people		1/26/2017		
37	Emails/Phone calls to all service clubs for donations`		1/26/2017		
38	Communication made to CNG to get names of participating individuals		1/26/2017		
39	Update of presentation summary sheet for service clubs (needs to be copied at TYFS)		1/26/2017		
40	Email contact made to all agencies/individuals for updates		1/26/2017		
41	update agency recognition spreadsheet in preparation for community bags		1/26/2017		
42	FNL Volunteers determined: Wotk with IC of FNL(Julia Russell @ STHS)		1/28/2017		
43	Contract/BEO with Harrah's		2/1/2017		
44	Contact Barbara Seller @ Harrah's with food count bseller@harrahs.com 775-586-6719		2/1/2017		
45	Set up March Rehearsal Mtg. with STHS kids		2/1/2017		
46	Last call to service clubs for donation: need names for bags.		2/15/2017		
47	Send updated list of partipants to all agencies for them to finalize their lists: clean up spreadsheet of information		2/15/2017		
48	Stop watches and walkie-talkie batteries purchased		2/15/2017		
49	Determine detailed "Times" for personnel arrival, training times/locations, etc.		2/15/2017		
50	Update all vignette scripts: Send to appropriate individuals via email		2/15/2017		
51	Post Visit Schedule developed for classroom visits (April 6ish)		2/15/2017		
52	Post post-event/parent survey		2/15/2017		
53	Order snacks through Harrah's		2/15/2017		
54	Order t-shirts i/ bags (sent by email)		2/15/2017		

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55	Post Student survey and parent information developed and posted to website: www.makeschoolssafe.com		2/26/2017		
56	Send out all volunteer letters		2/28/2017		
57	Clean up Constant Contact Email Listing		2/28/2017		
58	Revise and send out Constant Contact News with all updates		2/28/2017		
59	Task letter to all agency personnel: Use Volunteer Format of 2.16.2016		2/28/2017		
60	Parent Letter/Permission Slip sent home		3/10/2017		
61	Volunteer Notebook and instructions		3/10/2017		
62	Volunteer Sign in post and process		3/10/2017		
63	Reminder letters to all volunteers of their job / time meeting / etc		3/15/2017		
64	Final confirmation of food with Harrah's		3/15/2017		
65	Develop "thank you letter" to all volunteers identifying survey location		3/16/2017		
66	Develop "letter to parent" identifying survey location (parent/student post)		3/19/2017		
67	Revise volunteer survey and post to website		3/20/2017		
68	Develop Press Release for Media		3/20/2017		
69	Radio press		3/20/2017		
70	Name Tags created		3/20/2017		
71	Event Set Up		4/3/2017		
72	The Big Show!		4/4/2017		
73	Hand written thank you to Embassy, Harrah's, CNG		4/5/2017		
74	Thank you newsletter to volunteers and agency personnel		4/3/2017		
75	Collection of Student, volunteer, parent surveys		4/28/2017		
76	Agency sharing of information and posting to website		4/28/2017		
77	Initial Letter of Invite to School Principals		8/15/2017		