



Executive Board:

Pam Powers, President	387-0551
Renee Buksa, Treasurer	354-5637
Kathy Barcal, Secretary	485-3269
Jeannine Glavas-Cowell, At-large.....	442-7535
Janell DiVittorio, At-large.....	354-4427
Laura Surprenant, At-large.....	442-8158
Teresa Jimenez, At-large.....	443-5624

RBHS DAY OF SERVICE
APRIL 26, 2014
9:00 am – 12:00 pm

PLANNING TEAM:

The Planning Team is comprised of four sub-committees as outlined below. The planning process commences in November and the team generally will meet once a month to provide updates and ensure coordination. The team is comprised of sub-committee members, as well as the school liaison and principal. Anyone is welcome to attend the planning meetings.

SUB-COMMITTEE PROCEDURES/CHECKLIST:

Logistics/Registration

This group serves as the liaison for all subcommittees and is responsible for reserving facilities, managing the budget, and coordinating the student registration process. This sub-committee should have 2-3 members to share responsibilities.

- Establish dates for Planning Team monthly meetings and reserve school facilities for the following: (Reservations can be made online via the school facility scheduler – See attached)
 - ___ Cafeteria for Day of Event - 4/26/14
 - ___ Cafeteria for Set-Up - 4/25/14
 - ___ Room 201 for Student Committee Meetings – coordinate with Student Committee Chair
 - ___ Room 201 for monthly Planning Team Meetings – Jan – Apr
 - ___ Cafeteria for Student Registration Week - March
- Manage receipts and budget
 - ___ Receive receipts and invoices for all expenses incurred by sub-committees
 - ___ Input expenses and revenues into DOS budget spreadsheet
 - ___ Turn in all receipts, invoices, and revenue to PTO Treasurer

___ Maintain notes and procedures for future events

- Coordinate Student Registration

___ Schedule students and adults to man sign-up tables during lunch for Registration Week

___ Obtain sign-up sheets from Project/Volunteer Procurement Committee

___ Coordinate with Student Committee who will create posters and marketing Registration Week

___ Input registered student contact information into Database and VolunteerSpot

- Coordinate Student Check-In for Day of Event

___ Schedule adult volunteers to check in students – 8am – 9am

___ Develop student master list by student's last name (See Attached in File Folder)

- Organize Student Check-in Process

___ Set up Tables/Project Signs on 4/25 (See Attached Room Layout in File Folder)

___ Set up supplies at each table (T-shirts, gloves, lawn bags, trash bags, tools)

Project/Team Leader Procurement

This group secures the service projects in each Town and Village in the district, as well as team leaders for the projects. This committee should have at least 5 members: 3 members to coordinate and serve as the contact for town/village projects, one person to coordinate teacher/staff team leaders, and one person to coordinate parent team leaders.

- Secure Service Project
 - ___Contact Village/Town officials to determine service projects (See Contact List and Project Site Sheet in File Folder)
 - ___Follow-up coordination with officials regarding site needs – supplies, student volunteers, transportation

- Secure Project Team Leaders
 - ___Email Teachers and Staff (See form email in File Folder; coordinate with Teacher Liaison and Student Committee)
 - ___Email Parents (See Contact List in File folder and eblast through Skyward – Teacher Liaison)
 - ___Follow-up correspondence with Team leaders regarding project details

- Secure Transportation
 - ___Reserve school buses/drivers – work with Teacher Liaison

 - ___Secure parent drivers to sites

- Develop and Maintain Sign-up Sheets and Master Lists
 - ___Develop Project Sign-up Sheets (See attached in File Folder)
 - ___Develop Student Master List – includes projects, waivers, t-shirt sizes
 - ___Maintain notes and procedures for future events

Marketing/Student Committee

This group works with the Student Committee to advertise the program to students and staff. The Marketing Committee also solicits donations from local businesses to sponsor the event. Sponsorship helps defray the costs of t-shirts, transportation, and refreshments. This committee should have 2 -3 members depending upon whether a food drive is sponsored.

- Organize and Coordinate Student Committee
 - ____ Establish initial planning and follow-up meetings – teacher liaison to submit announcement with date and time (See 2013 Student Committee contact list in File Folder)

 - ____ Identify student marketing tasks such as poster creation, facebook page, meeting with clubs, sports teams, class presentations

 - ____ Coordinate with Logistics on scheduling students to work the table for Registration Week

- Press Coverage
 - ____ Contact various news agencies including The Landmark, Town Connection, Suburban Life, and the Doings

 - ____ Contact inside news sources including Clarion, Rouser, RBTv, District newsletter

- Solicit Donations
 - ____ Contact businesses to sponsor event (See attached 2013 Contact List and solicitation letter in File Folder)

- Develop Marketing Materials/Products
 - ____ Order t-shirts (See attached invoice)

 - ____ Coordinate with Logistics on t-shirt sizes

 - ____ Maintain notes and procedures for future events

 - ____ Coordinate with each subcommittee to send thank you notes to all volunteers, sponsors and vendors

- Determine if a food drive should be included this time

Refreshments/After Party

The refreshments committee secures food and beverage donations for the students and volunteers for the after party. The after party is held in the cafeteria beginning at noon. This committee should have at least five volunteers to plan the event.

- Secure food and beverage donations (See attached spreadsheet in File Folder)
 - ___ Develop menu
 - ___ Contact vendors
 - ___ Purchase any additional supplies including paper products
 - ___ Maintain spreadsheet for businesses contacted, items donated, schedule for delivery
- Organize delivery or pick up of donations
 - ___ Arrange for vendors or volunteers to deliver supplies, food and beverages
- Secure volunteers
 - ___ Set-up, clean-up, servers
 - ___ Coordinate with RBTV or photography student to take photos/video of the days' events (Coordinate with Pam Bylsma)
 - ___ Student emcee
 - ___ Determine if entertainment should be included such as Shenanigans, musicians, etc.