

Task list for 2002 Serve Day Logistics Committee

Tasks to be completed/"M" indicates a mailing	Responsible persons	Dates for completion
<p>Logistics Committee meetings</p> <ul style="list-style-type: none"> ❑ Arrange for list serve ❑ Regular meetings with minutes ❑ Assign tasks; larger ones with two persons responsible ❑ Maintain close contact with local arrangements committee; coordinate timelines ❑ Work ahead of the event as much as possible ❑ Keep database current... ❑ Design and arrange for t-shirts ❑ Follow up meeting; document for next year 	<p>Uriel, Gloria Kathi</p> <p>Uriel</p>	<p>Early</p> <p>Throughout</p> <p>June-July</p>
<p>Team leaders</p> <ul style="list-style-type: none"> ❑ Select possible team leaders from GF employee list; about 70 and not same as previous year/RAs will be co-team leaders ❑ M-Send selection letter with preferences, limitations, skills/expertise listed; also confirmation letter; calls after July 15 ❑ Assign team leaders to sites once received from Local Arrangements; team leaders possibly contact site just prior to event ❑ M- Prepare packets for team leaders to incl. site info, TL instruction sheet, revised eval., etc. ❑ Briefing session for team leaders a week before and the day of the event 	<p>Committee</p> <p>Uriel</p>	<p>Late June</p> <p>Late June</p> <p>After July 15</p> <p>Before 9/4</p>
<p>Participants</p> <ul style="list-style-type: none"> ❑ Assign student groups to sites; consider gender balance and new floor makeup; M-AC/RA get info early ❑ Assign non-team leader faculty, staff, admin. to groups ❑ M-Prepare mailing for all students, faculty, staff and administrator about specs (final detail), stuff envelopes ❑ Contact Alumni and Parent Relations office about alumni participation letter; remain in contact ❑ Board members? ❑ M-Arrange campus location for commuters; select sites for them; special letter? ❑ Portland Center; will arrange own event; basic info sent to key people there 	<p>Gloria</p>	<p>After Aug. 1</p> <p>Early Aug.</p> <p>Late Aug.</p>

<ul style="list-style-type: none">❑ Accommodate physical limitations; email regarding needs (early)	Brad and Uriel	
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Task list for 2002 Serve Day Logistics Committee (continued)

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<p>First aid kits and ensuring safety</p> <ul style="list-style-type: none"> <input type="checkbox"/> Solicit kits with dept. names on them <input type="checkbox"/> Have physical plant replenish <input type="checkbox"/> Distribute as needed/collect and return <input type="checkbox"/> Define appropriate steps to take in emergency; instruct in procedures <input type="checkbox"/> Turn off sprinklers; ask phys. plant 	Kathi (all)	Aug.
<p>Communication</p> <ul style="list-style-type: none"> <input type="checkbox"/> Walkie Talkies <input type="checkbox"/> Contact person with Physical Plant <input type="checkbox"/> Cell phones? <input type="checkbox"/> Arrange mtg with RA's just prior to event <input type="checkbox"/> Announce at faculty retreat <input type="checkbox"/> See mailings...M 	Kathi Kathi Kathi Bonnie	

<p>Signs</p> <ul style="list-style-type: none"> <input type="checkbox"/> Directional and parking lot <input type="checkbox"/> Stakes and numbers for groups <input type="checkbox"/> Table, area signs? <input type="checkbox"/> Provide map of quad w/detail for info table <input type="checkbox"/> Assign sites to parking lots; info at table 	Craig (all)	Aug.
<p>Gloves</p> <ul style="list-style-type: none"> <input type="checkbox"/> Students bring own if have them/in letter? <input type="checkbox"/> M-Solicit additional pairs (disposable and regular); currently have 80; letters to businesses include tax deductible form <input type="checkbox"/> M-Send thank you letters to above <input type="checkbox"/> Team leaders pick up at info table 		Aug.
<p>Equipment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine needs from site registration forms <input type="checkbox"/> Contact physical plant about supplying what is needed and/or send email soliciting tools 		Aug.
<p>Information table</p> <ul style="list-style-type: none"> <input type="checkbox"/> Distribution center for materials needed <input type="checkbox"/> Master lists and Community connections notebooks <input type="checkbox"/> Current City map; marked <input type="checkbox"/> Table set up and location? <input type="checkbox"/> Protocol sheet for groups returning early 	Gloria	
<p>Transportation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reserve GF vans <input type="checkbox"/> Locate other opts; rental places, contact Susan Butler (last yr), church buses or vans <input type="checkbox"/> Shuttle possibilities/arrangements (2 GF vans) <input type="checkbox"/> Employees willing to transport (send email) <input type="checkbox"/> Determine actual need as we progress 	Uriel Gloria/S. Butler	

Updated 6/25/02