

To Do List		Verizon TelecomPioneers		AUGUST 2008	
Due From	Action Item	Description / Information	Questions / Send to	Due	Done ?
All	Verizon Work Stoppage	Reminder to follow the Work Stoppage Guidelines, if there is one.	Steve Kohn stephenkohn@cox.net	Beginning August 2nd	
Presidents	<u>Educational Resources</u> to share with your schools and Dictionary Program	Sept - Labor Day, Grandparents' Day, Fall	http://www.apples4theteacher.com/holidays www.thinkfinitysearch.org	Aug/Sept	
Presidents	<u>Institute New Cash Handling Guidelines Immediately</u>	Procedures for handling cash sent out in email	Steve Kohn stephenkohn@cox.net	On-Going	
Presidents, Vice-Pres, Project Chairs	Attend Conference Call Mtg, IF NO WORKSTOPPAGE	<u>Monthly Group Conference Call Meeting</u> 3rd Tuesday, 8PM EST	Stephen Kohn 800-977-8002 passcode 667 986 #	Aug 19th	
Paumanok Chapter	Submit <u>Life Member Article</u> and <u>Picture</u> for Communicator	Recognize a Life Member in the Communicator	Gabe Olah jagapare@frontiernet.net	Sept 5th	
Presidents	Article on Chapter Literacy or Domestic Violence Events	About 1 or 2 paragraphs with pictures	Stephen Kohn stephenkohn@cox.net and Gabe Olah jagapare@frontiernet.net	3rd Qtr due Sept	
Presidents, Vice-Pres, Project Chairs	Attend Quarterly Face-To-Face Meeting	More Information To Come, Depending on Workstoppage	Steve Kohn stephenkohn@cox.net	Oct 4 - 5	
Presidents	Submit Hall Of Fame Award Winner	Submit Hall Of Fame Write-Up and 4 Pictures	Gabe Olah jagapare@frontiernet.net	Nov 1st	
Presidents, Secretaries	Signed Picture Release	EVERYONE in a Picture must sign a Photo Release Form	establish a file and keep at your chapter level.	On-Going	
Presidents, Treasurers, Fundraisers	Vouchers	Checks payable to "TP Chapter Name" or "TelecomPioneers Chapter Name" ONLY	CathyAnn cannadow@aol.com or Diane Nelson DNelson786@aol.com	On-Going	
Presidents, Secretaries	Chapter, Council, and Club Meeting Minutes	Send minutes, including approved projects list, motions, and data sheet to CathyAnn or Diane and Steve	CathyAnn Dow cannadow@aol.com or Diane Nelson dnelson786@aol.com and Steve Kohn stephenkohn@cox.net	On-Going	