

To Do List		Verizon TelecomPioneers		MARCH 2008	
Due From	Action Item	Description / Information	Questions / Send to	Due	Done ?
Presidents	<u>Educational Resources</u> to share with your schools and Dictionary Program	March - Spring, National Reading Month, Read Across America, Dr. Seuss' birthday, Mother's Day, St. Patricks Day	http://www.apples4theteacher.com/holidays www.thinkfinitysearch.org	March	
Presidents	2007 End Of Year Audit of Inventory	Include # of Items, original purchase price, & selling price	CathyAnn canndow@aol.com and Diane Nelson DNelson786@aol.com	PAST DUE	
Presidents	Pen a letter to your External Affairs Director (See Description / Information).	Pen a letter to your External Affairs Directors - Thank them for their support, outline your Chapter's accomplishments for 2007. Identify the ways you partnered with Verizon and Foundation initiatives such as Brighter Tomorrows, Hopeline, FTTP/FIOS, Season's Readings, Walks, and any other local initiatives. <u>INCLUDE:</u> "looking forward to working with you in 2008" and request setting up a time to chat. !!	Your VZ External Affairs Directors and copy to Steve Kohn - stephenkohn@verizon.net	PAST DUE	
Presidents, Vice-Pres, Project Chairs	Attend Group Conference Call	3rd Tuesday, 8PM EST	Stephen Kohn 800-977-8002 passcode 667 986 #	March 18th	
McCully Down & McCully Up Chapters	Submit <u>Life Member Article</u> and <u>Picture</u> for Communicator	Recognize a Life Member in the APRIL Communicator	Gabe Olah jagapare@frontiernet.net	April 5th	
Presidents	VFT Group Project Proposal	Complete application for the 2009 VFT Group Project Proposal.	Stephen Kohn stephenkohn@verizon.net	May 1st	
Presidents, Vice-Pres, Project Chairs	Attend Face-To-Face Meeting @ Embassy Suites Hotel BWI	Saturday, May 3rd - 8am to 5pm Sunday, May 4th - 8am to noon; Possible volunteer proj. Friday PM	Stephen Kohn stephenkohn@verizon.net	May 3rd & 4th	

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Presidents	Article on Chapter Literacy or Domestic Violence Events	About 1 or 2 paragraphs with pictures	Stephen Kohn stephenkohn@verizon.net and Gabe Olah jagapare@frontiernet.net	Quarterly	
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	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 and 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@verizon.net	On-Going	