

To Do List		Verizon TelecomPioneers		FEBRUARY 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	February - 100th day of school, Chinese New Year, Dental Health Month, Groundhogs' Day, Valentine's Day, Presidents' Day	http://www.apples4theteacher.com/holidays www.thinkfinitysearch.org	Feb	
Presidents	Projects for booth at TCP Annual Meeting in Austin, TX	Photos, articles, posters, handouts associated with new and innovative projects.	Mary Lefebvre marypl@verizon.net	Feb	
Presidents	Dictionary projects for booth at TCP Annual Meeting in Austin, TX	Photos, articles, posters, handouts associated with dictionary projects.	Jim Dowd jim.dowd@verizon.net	Feb	
Presidents	2007 End Of Year Audit of Inventory	Include # of Items, original purchase price, & selling price	CathyAnn cannadow@aol.com and Diane Nelson DNelson786@aol.com	PAST DUE	
Presidents	New Data Collection Form	Data collection form to be used by all clubs, councils and chapters. Should be attached to meeting minutes.	Stephen Kohn stephenkohn@verizon.net	Monthly	
Presidents	New Thank You Form	Customizable thank you form to be given to our clients encouraging them to write thank you notes.	Stephen Kohn stephenkohn@verizon.net	On-Going	
Delegates	Attend Annual Meeting	Attend TelecomPioneers Annual Meeting in Austin, Texas Feb 28 - Mar 1	www.telecompioneers.org or call 512-482-8000,	Feb 28-Mar 1	
Presidents and Vice-Presidents	Attend Group F2F Leadership Meeting	TelecomPioneers Annual Meeting in Austin, Texas - Group F2F Meeting on Feb 28	Stephen Kohn stephenkohn@verizon.net	Feb 28th	
Presidents and Vice-Presidents	Attend Group Dinner	TelecomPioneers Annual Meeting in Austin, Texas - Group Dinner on Feb 29	Stephen Kohn stephenkohn@verizon.net	Feb 29th	

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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 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	
Webmasters	2008 Chapter Website Updates	On your websites - Update your Contact Information, Calendar of Events, Projects List, etc. for 2008	Diane Rodger pioneerladydiane@aol.com	Feb	
Presidents, Vice-Pres, Project Chairs	Attend Group Conference Call	3rd Tuesday, 8PM EST	Stephen Kohn 800-977-8002 passcode 667 986 #	Feb 19th	
Presidents	Competitive Grants	Submit updated Competitive Grant Applications and Timelines	Stephen Kohn stephenkohn@verizon.net	March 1	
McCully Down and McCully Up Chapters	Submit <u>Life Member Article</u> and <u>Picture</u> for Communicator	Recognize a Life Member in the MARCH Communicator	Gabe Olah jagapare@frontiernet.net	March 5th	
Presidents	VFT Group Project Proposal	Complete application for the 2009 VFT Group Project Proposal.	Stephen Kohn stephenkohn@verizon.net	May 1st	
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	

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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 canndow@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, to CathyAnn or Diane and Steve	CathyAnn Dow canndow@aol.com or Diane Nelson dnelson786@aol.com and Steve Kohn stephenkohn@verizon.net	On-Going	