

	To Do List	Verizon TelecomPioneers	JANUARY 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	January - New Years, Bird Day, Martin Luther King Jr Day	http://www.apples4theteacher.com/holidays www.thinkfinitysearch.org	Jan	
Presidents, Vice-Pres, Project Chairs	Invite schools to join Dr. Tim's Mt. Everest Calls	1st school conference call with Dr. Tim Mt. Everest Facts 1/10/2008 @ 11:30 am EST	Send schools to our web site to register. any questions contact Deb Foley @ deborah.l.foley@verizon.com	Jan.	
Pioneers	General Registration 1/3-17/08	Attend TelecomPioneers Annual Meeting in Austin, Texas Feb 28 - Mar 1	www.telecompioneers.org or call 512-482-8000,	Register Jan 1 - 17	
Empire Chapter	Submit <u>Life Member Article</u> and <u>Picture</u> for Communicator	Recognize a Life Member in the FEBRUARY Communicator	Audrey Harris aahves@msn.com	Jan 5th	
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	Jan 14th	
Presidents, Vice-Pres, Project Chairs	Attend Group Conference Call	3rd Tuesday, 8PM EST	Stephen Kohn 800-977-8002 passcode 667 986 #	Jan 15th	
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	Jan 2008	

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Excelsior and Fort Pitt Chapters	Submit <u>Life Member Article and Picture</u> for Communicator	Recognize a Life Member in the MARCH Communicator	Audrey Harris aahyes@msn.com	Feb 5th					
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; 8 am to noon	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					
Presidents and Vice-Presidents	Attend Group Meeting	TelecomPioneers Annual Meeting in Austin, Texas - Group Meeting on Mar. 1 2 pm to 4 pm	Stephen Kohn stephenkohn@verizon.net	Mar 1st					
Presidents	Article on Chapter Literacy or Domestic Violence Event	About 1 or 2 paragraphs	Stephen Kohn stephenkohn@verizon.net and Audrey Harris aahyes@msn.com	quarterly					
Presidents	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					