

To Do List		Verizon TelecomPioneers		APRIL 2008	
Due From	Action Item	Description / Information	Questions / Send to	Due	Done ?
Presidents	<u>Institute New Cash Handling Guidelines Immediately</u>	Procedures for handling cash sent out in email	Steve.Kohn.stephenkohn@verizon.net	On-Going	
Presidents	<u>Educational Resources</u> to share with your schools and Dictionary Program	April - Passover, Arbor Day, Earth Day	http://www.apples4theteacher.com/holidays www.thinkfinitysearch.org	April	
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	1st Qtr due now	
Presidents, Vice-Pres, Project Chairs	Attend Group Conference Call	3rd Tuesday, 8PM EST	Stephen Kohn 800-977-8002 passcode 667 986 #	April 15th	
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	
Keller Chapter	Submit <u>Life Member Article</u> and <u>Picture</u> for Communicator	Recognize a Life Member in the MAY Communicator	Gabe Olah jagapare@frontiernet.net	May 5th	
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 canndow@aol.com or Diane Nelson DNelson786@aol.com	On-Going	

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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@verizon.net	On-Going	