

| To Do List | | Verizon TelecomPioneers | | DECEMBER 2008 | |
|--------------------------|--|--|---|----------------------|---------------|
| Due From | Action Item | Description / Information | Questions / Send to | Due | Done ? |
| Presidents | 2009 Budget and Business Plans | Fill in templates for your chapter | Stephen Kohn stephenkohn@cox.net | Due 12/1/2008 | |
| Annual Meeting Attendees | Info Survey; VFFT Trng & TCP AM | Complete and fax survey to Diane Nelson; fax 877 281-8325; survey will be distributed 1st week of Dec. | Stephen Kohn stephenkohn@cox.net | Due 12/15/2008 | |
| Presidents | Voucher Signature Forms | Send list of approved signers and their signatures to PAC | Diane Nelson dnelson786@aol.com | Due 12/31/2008 | |
| Presidents | <u>Educational Resources</u> to share with your schools and Dictionary Program | DEC-Pearl Harbor Remembrance Day, Hanukkah, Christmas, Winter, Kwanzaa, New Years Eve | http://www.apples4theteacher.com/holidays www.thinkfinitysearch.org | Dec | |
| Presidents | Article on Chapter Literacy or Domestic Violence Events | About 1 or 2 paragraphs with pictures | Stephen Kohn stephenkohn@cox.net and Gabe Olah iagapare@frontiernet.net | 4th Qtr due Dec | |
| AGB | Submit <u>Life Member Article</u> and <u>Picture</u> for Communicator | Recognize a Life Member in the Communicator | Gabe Olah iagapare@frontiernet.net | Jan 5th 2009 | |
| Empire | Submit <u>Life Member Article</u> and <u>Picture</u> for Communicator | Recognize a Life Member in the Communicator | Gabe Olah iagapare@frontiernet.net | Feb 5th 2009 | |
| No Article Needed | No Articles from the Chapters | 2008 Hall Of Fame Tribute | Gabe Olah iagapare@frontiernet.net | March 2009 | |
| Excelsior and Fort Pitt | Submit <u>Life Member Article</u> and <u>Picture</u> for Communicator | Recognize a Life Member in the Communicator | Gabe Olah iagapare@frontiernet.net | April 5th 2009 | |
| Keller | Submit <u>Life Member Article</u> and <u>Picture</u> for Communicator | Recognize a Life Member in the Communicator | Gabe Olah iagapare@frontiernet.net | May 5th 2009 | |
| Kinnard and Liberty Bell | Submit <u>Life Member Article</u> and <u>Picture</u> for Communicator | Recognize a Life Member in the Communicator | Gabe Olah iagapare@frontiernet.net | June 5th 2009 | |

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| Maryland | Submit <u>Life Member Article and Picture</u> for Communicator | Recognize a Life Member in the Communicator | Gabe Olah iagapare@frontiernet.net | July 5th 2009 | |
| NOVA and Old Dominion | Submit <u>Life Member Article and Picture</u> for Communicator | Recognize a Life Member in the Communicator | Gabe Olah iagapare@frontiernet.net | Aug 5th 2009 | |
| Paumanok | Submit <u>Life Member Article and Picture</u> for Communicator | Recognize a Life Member in the Communicator | Gabe Olah iagapare@frontiernet.net | Sept 5th 2009 | |
| Sherwin and VZ West | Submit <u>Life Member Article and Picture</u> for Communicator | Recognize a Life Member in the Communicator | Gabe Olah iagapare@frontiernet.net | Oct 5th 2009 | |
| West Virginia and Denver | Submit <u>Life Member Article and Picture</u> for Communicator | Recognize a Life Member in the Communicator | Gabe Olah iagapare@frontiernet.net | Nov 5th 2009 | |
| McCully Down and McCully Up | Submit <u>Life Member Article and Picture</u> for Communicator | Recognize a Life Member in the Communicator | Gabe Olah iagapare@frontiernet.net | Dec 5th 2009 | |
| Presidents, Vice-Pres, Treasurers, Fundraisers | <u>DO NOT</u> endorse the back of checks for deposit | By doing so it interferes with the bank clearing house. When the checks are put through our check machine they are imprinted with all the information that is needed to go to the correct account. Having the endorsement on the back causes great difficulty when they are trying to verify them. | CathyAnn Dow canndow@aol.com | On-Going | |
| Presidents | New Cash Handling Guidelines | Procedures for handling cash sent out in email | Steve Kohn stephenkohn@cox.net | On-Going | |
| 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 | |

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| 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 | |
| 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 canndow@aol.com or Diane Nelson dnelson786@aol.com and Steve Kohn stephenkohn@cox.net | On-Going | |