

Tasks for 2023 DSP**Who****Target Date**

Write Grants that are available for 2023		6/30/2022
Budget review comparing EDCF numbers with mine		7/1/2022
Revise www.signup.com spots/signup		7/1/2022
Prep for Exec.Comm.Mtg. organize paperwork to be emailed.		7/2/2022
Submit final report to all agencies/donors for 2022 event		7/3/2022
DSP Exec.Committee Mtg. Held in SLT.		7/4/2022
Develop Contract with Executive Committee for event		7/5/2022
Submit Sponsor request to Caesar's		7/6/2022
Meet with Brandi Brown, TPN, RE: Website		7/7/2022
Create Letter to all Donors/Agencies:		7/30/2022
Grant Submission to American Century Championship		8/15/2022
In-kind request letter to LTRH, Bill Cottrill		8/15/2022
Coordinate DSP meet with STMS and DDR for DSP and		9/15/2022
Meet with Ray at LTCC to discuss using LTCC Facility.		9/16/2022
Contact with Deisi at Camelot Party Rentals 775-355-9004.		9/30/2022
Re-Submit sponsor request to Edgewood		9/30/2022
Contact with GWHS and STMS to ensure participation.		9/30/2022
Meeting with STMS / ZCES / Re: 2023 event. Determine		9/30/2022
Communication made to CNG to get names of participating		9/30/2022
Develop facility use and student rotation for STMS and		9/30/2022
Grants/Letters to inkind businesses: Caesars, LT Resort		9/30/2022
Update student pre-event survey and post to website. Survey		9/30/2022
ConstantContact out to ALL with updated information and		9/30/2022
Contact to all agencies to verify date of event, participation		9/30/2022
Rework scene schedule and locations to include new arrival		10/15/2022
Lisa to contact the courts to determine presiding job.		10/15/2022
Update entire "Volunteer" excel sheet. Update location,		10/15/2022
Research community bag purchase/printers, vests for		10/30/2022
Contact Larry to verify CL's participation in stuffing		10/30/2022
Contact Deterra for drug disposable bag purchase. Count of		10/30/2022
"Smart Choices" student materials ordered, materials from		10/30/2022
Secure 9 "counselors" from schools, agencies, private		10/30/2022
Update website to include pre event student survey,		10/30/2022
Lisa to email CNG. Need list of names to give to hotel so		11/15/2022
Midyear progress report Cannibas Grant		11/15/2022
Reminder to schools about survey completion of Dec. 9. Also		12/2/2022
Create grant request and Contract/BEO with Harrah's		1/1/2023
Through mail merge, send out "Assignments" to all		1/15/2023
Contact to service clubs of volunteers/donations		1/15/2023
Student surveys compiled. Posted to website, sent to		1/15/2023
DUE: All school sites: # of students, rosters needed using		1/15/2023
Determine detailed "Times" for personnel arrival, training		1/15/2023
Prep for STMS meeting with Admin: (1) Review event, (2)		1/16/2023
Send out mail merge to all agency personnel and volunteers.		1/16/2023
Contact SLTPD. Clarify with Paula our LIVE Scan needs and		1/16/2023
Meet with STMS Admin:		1/19/2023

Meet with FNL M.Black and club to present DSP and their roll	1/20/2023
Update all items in File "Job Descriptions and Tasks".	1/20/2023
Contact all agency station/scene leads and provide them with	1/30/2023
Contact Chris Proctor of County's COVID fund decision	1/30/2023
Secure Actor Supervisors for Live Scan	1/30/2023
Database set up for this year, students/staff, clean up of CC	1/30/2023
Create News Copy about program, encouraging Home	1/30/2023
Last call to service clubs for donation: need names for	1/30/2023
Contact " " of TYFS to solidify who will (1) do Counseling	1/30/2023
Organize full volunteer data base	1/31/2023
Reminders to agencies about CommunityBag fillers	1/31/2023
Assign students and teachers group numbers. Finalize	1/31/2023
Update of presentation summary sheet for service clubs	1/31/2023
Organize DSP Exec.Committee Mtg. Do by zoom	1/31/2023
Post Student pre-event surveys on website, link with FB	2/1/2023
Order of community bags, vests.	2/1/2023
Order community bag - Deterra bags	2/1/2023
Update Student post-event survey information	2/15/2023
Send updated "Detail of Station/Scene Script" to vignette	2/15/2023
Order community bag - medicine lock bags	2/15/2023
Order community bag - Redwood Printing material	2/15/2023
DSP Exec.Committee Mtg. Held in SLT.	2/15/2023
Clean up CC listing for all volunteers	2/17/2023
DSP Announcement in STN to pull home schooled	2/24/2023
Clean up CC Email Listing for Department Heads/Organizers	2/27/2023
Parent letter revised and translated into spanish	2/28/2023
Secure Event Insurance through EDCF	2/28/2023
Update parent surveys and post to website. English and	2/28/2023
Send school staff lists to review prior to printing tags	3/1/2023
Purchase of snacks/8oz water for all through LTUSD. Tammy	3/7/2023
Prep "Work Letter" for Military. Send out on 15th	3/15/2023
Resend out all volunteer/agency letters with updates	3/15/2023
Student Finder Lists created by 1st Per. Teachers and DSP	3/15/2023
Final confirmation of food with Harrah's	3/15/2023
Parent Letter/Permission Slip sent home. Ask schools to	3/15/2023
Print parent letter Eng/Spa for Community Bags	3/16/2023
Send School Announcement to STMS/GWHS	3/16/2023
Name Tags created for volunteers (non-agency only)	3/16/2023
CNG/NAG Workday orders emailed	3/16/2023
Student/Staff Name Badges ran	3/16/2023
Update/Produce Military Work Schedule. Include	3/16/2023
Recruit SITS to do coffee/cups/small plates/goodies/napkins	2/15/2023
"Teacher Final Letter" Include name badges and listing by	3/20/2023
Get all community bag stuff to Larry at STMS for filling	3/20/2023
Update all paperwork in Command Post box	3/20/2023
Community Bags filled by STMS CLUB Live	3/20/2023
Revise and send out Constant Contact News with all updates	3/20/2023

Command Post Notebook and instructions	3/20/2023
Create teacher signs for MPR	3/20/2023
Contact STMS to use Aries for 6th grade parents when	3/20/2023
Contact LTCC about next year's facility use	3/20/2023
Make and print Sign-in-Sheets (poster board size)	3/25/2023
Develop news story thanking everyone plus identifying	3/25/2023
Purchase party scene supplies	3/29/2023
Post post-event surveys to website. Be sure to lock link until	3/29/2023
End of year report Cannibas Grant - format	3/29/2023
Teacher Instructions/Name Badges to Schools	3/29/2023
Military arrive in Tahoe: Dinner at Lisa's	4/2/2023
Event Set Up	4/3/2023
Purchase of treats/cups/cream/sugar from Safeway for	4/3/2023
Filling of Barton Medicine Bags for 4.17.23 distribution	4/4/2023
Prep "thank you letter" to all identifying survey location	4/4/2023
Reservation for LTCC facilities for next event	4/4/2023
The Big Show! COMMUNITY BAGS DISTRIBUTED and kids	4/4/2023
Prep 2024 Signup.com for next event	4/5/2023
Need final report to City ASAP!	4/8/2023
Analysis of Parent Survey, listing of those who get GO Store	4/8/2023
TYFS visitations to classrooms, post debrief	4/10/2023
Final Report Letter developed. Agency sharing of information	4/15/2023
Completion of all expenses/reports	4/15/2023
Pick up of Medicine bags from Lisas	4/16/2023
Creation of Thank You Colage for agencies. Send Final	4/28/2023
reservation for camelot rentals for next event	4/28/2023
Submit for Cannabis Revenue Grant	4/28/2023
Next year prep.....	5/31/2023
Completion of all expenses/reports	5/31/2023
Event review meeting with Executive Committee and	6/15/2023
Budget review with El Dorado Community Foundation	6/30/2023
Facebook/Instagram Postings	ONGOING
Posting on FB/Instagram	ongoing
Update website as sponsors/donors join	ongoing

Status

Notes

Contacts





Location on google





