

RA Project

To-do list

Deadline: Date

Done?	Project Name (Collection)	Due By	Notes
<input checked="" type="checkbox"/>	Complete Plan		
<input checked="" type="checkbox"/>	Get Approval		Senior Project Coordinator
<input checked="" type="checkbox"/>	Special Event Form		
<input type="checkbox"/>	Dean Approval		
<input type="checkbox"/>	Build Awareness - Target Audience		How are you going to reach your Target Audience?
<input type="checkbox"/>	Flyers		Approval needed by Principal/Dean to post anything
<input type="checkbox"/>	RA Newsletters		Connect Ed Announcement
<input type="checkbox"/>	Emails		Develop Distribution List
<input type="checkbox"/>	Container - location of Collection		SP Coordinator Approval
<input type="checkbox"/>	Set up Transportation and Delivery		
<input type="checkbox"/>	How will I interact with community?		
<input type="checkbox"/>	What additional resources do you need?		

Done?	Project Name (Speaker)	Due By	Notes
<input type="checkbox"/>	Complete Plan		
<input type="checkbox"/>	Get Approval		
<input type="checkbox"/>	Special Event Form		
<input type="checkbox"/>	Dean Approval		
<input type="checkbox"/>	Build Awareness		
<input type="checkbox"/>	Connection to Curriculum?		
<input type="checkbox"/>	When - Does it fit in the schedule		Approval needed by Principal/Dean
<input type="checkbox"/>	Where - Room set up		
<input type="checkbox"/>	Does it overlap with Fine Arts?		
<input type="checkbox"/>	Does it require parent approval?		
<input type="checkbox"/>	Thank you to the Agency and Speaker		

Done?	Student led Club	Due By	Notes
	Complete Plan		
	Get Approval		
	Teacher Advisor		
	Define the goal of the club		
	Build Awareness-Target Audience		
	Dean Approval for meetings		
	Post meeting times on Calendar		
	Where are you going to meet?		
	Do the members need parental permission?		Send letter home
	Prearrange Transportation home		
	Notify Miss Peggy about meetings		
	Collect Emails addresses		
Done?	Work with an Agency	Due By	Notes
	Complete Plan		
	Get Approval		
	Define a teacher Advisor and agency Mentor		
	Define the job responsibilities		
	Define what experience is needed		
	Define the time commitments-track hours		
	Health checks/Clearances		
	Schedule Interview		
	Do I need parental permission?		
	Prearrange Transportation		
	Orientation and Training		
	Journal reflections		
	Make a commitment/ Keep the commitment		
	Thank you to the agency contact		

Done?	Work with a Publication	Due By	Notes
	Complete Plan		
	Get Approval		
	Define a teacher Advisor		
	Publication Layout		
	Scan and Insert Artwork/Quote		
	Research/gather info for publication		Dean - Academy Council - HB cal.
	Work with publisher Doc		Shrink info to fit
	Proof		HS Leads to Proof
	Make Changes		
	Print		
	Type Mark your Calendar		Talk with Dean
	Copy and cut		
	Count and distribute		HB count put in Mailboxes
	Email to notify Teachers		