***School Opening Check List***

***Task: Deadline:***

|  |  |
| --- | --- |
| Review District & School Calendar for Events - *use Outlook* |  |
| Review School & Program Goals with Manager |  |
| Send out *Welcome Back* E-mail to all staff & teachers |  |
| Send out *Welcome Back* E-mail to volunteers & business partners |  |
| Write article for School Newsletter *- Recruit* |  |
| Staff Mtg. - Prepare Orientation – Face-to Face and/or E-mail – Review Policy & Process *Must be completed by the end of November.* |  |
| Recruit Volunteers for first two weeks of school *(if needed)* |  |
| Set-up meetings with partners  |  |
| Develop a list of new partners and next steps |  |
| Set volunteer/business orientation date |  |
| Prepare for Open House |  |
| Attend District Meeting & Workshop |  |
| Post Mentor Workshop Flyers*- Recruit new mentors* |  |
| Start Outstanding School Volunteer Nominating Process |  |
| Prepare packets/interest forms for new volunteers |  |
| Call Mentors & Tutors to discuss their schedules |  |
| Follow-up with any volunteer referral from the district office |  |
| Set-up Meetings with SAC |  |
| Set-up Meetings with PTA |  |
| Set-up Meetings with Booster Clubs & Organizations |  |
| Set Date for End-of-Year Recognition |  |
| Start planning For Guest Speakers for GATI *(November)* |  |
| Set date with school coordinator for School Visit |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

***Add additional tasks…continue to be organized and communicate throughout the school year.***