



2011 – 2012 School District of Palm Beach County United Way Campaign Implementation Schedule as of 9/16/11



Item No.	Activity	Responsible Department	Completion Date	Task Completed & Date	Additional Comments / Notes
1	1 st meeting – Initial Meeting w/ Co-Chairs Determine campaign theme & promotional ideas	UW & SD	8/31/11	<input checked="" type="checkbox"/>	
2	2 nd meeting – UW and Co-Chairs conference call	UW & SD	9/08/11	<input checked="" type="checkbox"/>	
3	3 rd meeting – Co-Chairs	SD	9/16/11	<input checked="" type="checkbox"/>	
4	UW Video Production at T.E.N.	UW & SD	9/22/11	<input checked="" type="checkbox"/>	
5	4 th meeting – UW and Co-Chairs conference call	UW & SD	9/23/11	<input checked="" type="checkbox"/>	
6	5 th meeting – Co-Chairs	SD	10/01/11	<input checked="" type="checkbox"/>	
7	6 th meeting – UW and Co-Chairs conference call	UW & SD	10/07/11	<input checked="" type="checkbox"/>	
8	7 th meeting – UW and Co-Chairs conference call	UW & SD	10/21/11	<input checked="" type="checkbox"/>	Confirm place, dates, time for Area Kick off meetings – invite area Ambassadors for planning assistance meeting
9	School Board Meeting (CEO Mr. Anderson) 5:30 pm (3-4 mins)	UW & SD	10/19/11	<input checked="" type="checkbox"/>	Presentation to SDPBC
10	**Training sessions (4 areas) – Larry Miller	UW & SD	11/04/11	<input checked="" type="checkbox"/>	Training and Presentation. UW makes packets for Schs, tips, suggestions
11	Campaign Kickoff	Payroll	10/31/11	<input checked="" type="checkbox"/>	Individual school, Student and FHESC campaigns
12	Campaign Ends	Payroll	11/18/11	<input checked="" type="checkbox"/>	
13	Status Report	UW	01/11/12	<input checked="" type="checkbox"/>	Preliminary Report
14	First payroll deduction	Payroll	1/20/12		
15	Final Committee Celebration / Wrap-Up Meeting	UW/SD	2/15/12		