

<b>To Do List</b>		<b>Verizon TelecomPioneers</b>		<b>MAY 2008</b>	
<b>Due From</b>	<b>Action Item</b>	<b>Description / Information</b>	<b>Questions / Send to</b>	<b>Due</b>	<b>Done ?</b>
Presidents	<u>Institute New Cash Handling Guidelines Immediately</u>	Procedures for handling cash sent out in email	Steve Kohn <a href="mailto:stevekohn@vzw.blackberry.net">stevekohn@vzw.blackberry.net</a>	On-Going	
Presidents	<u>Educational Resources to share with your schools and Dictionary Program</u>	May - Bird Day, Cinco de Mayo, Mothers' Day, Memorial Day, Graduation	<a href="http://www.apples4theteacher.com/holidays">http://www.apples4theteacher.com/holidays</a> <a href="http://www.thinkfinitysearch.org">www.thinkfinitysearch.org</a>	May	
Presidents, Vice-Pres, Project Chairs	Attend Face-To-Face Meeting @ Embassy Suites Hotel BWI	Saturday, May 3rd - 8am to 5pm Sunday, May 4th - 8am to noon; Possible volunteer proj. Friday PM	Stephen Kohn <a href="mailto:stephenkohn@verizon.net">stephenkohn@verizon.net</a>	May 3rd & 4th	
Presidents, Vice-Pres, Project Chairs	Attend Group Conference Call	3rd Tuesday, 8PM EST	Stephen Kohn 800-977-8002 passcode 667 986 #	May 20th	
Kinnard & Liberty Bell Chapters	Submit <u>Life Member Article</u> and <u>Picture</u> for Communicator	Recognize a Life Member in the MAY Communicator	Gabe Olah <a href="mailto:jagapare@frontiernet.net">jagapare@frontiernet.net</a>	June 5th	
Presidents	Article on Chapter Literacy or Domestic Violence Events	About 1 or 2 paragraphs with pictures	Stephen Kohn <a href="mailto:stevekohn@vzw.blackberry.net">stevekohn@vzw.blackberry.net</a> and Gabe Olah <a href="mailto:jagapare@frontiernet.net">jagapare@frontiernet.net</a>	2nd Qtr due June	
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	
Presidents, Treasurers, Fundraisers	Vouchers	Checks payable to "TP Chapter Name" or "TelecomPioneers Chapter Name" ONLY	CathyAnn <a href="mailto:cannadow@aol.com">cannadow@aol.com</a> or Diane Nelson <a href="mailto:DNelson786@aol.com">DNelson786@aol.com</a>	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 <a href="mailto:cannadow@aol.com">cannadow@aol.com</a> or Diane Nelson <a href="mailto:dnelson786@aol.com">dnelson786@aol.com</a> and Steve Kohn <a href="mailto:stevekohn@vzw.blackberry.net">stevekohn@vzw.blackberry.net</a>	On-Going	