

| <u>To Do List</u> | | <u>Verizon TelecomPioneers</u> | | SEPTEMBER 2008 | |
|--|---|--|---|-----------------------|--------|
| Due From | Action Item | Description / Information | Questions / Send to | Due | Done ? |
| Presidents | Educational Resources to share with your schools and Dictionary Program | Sept - Labor Day, Grandparents' Day, Fall | http://www.apples4theteacher.com/holidays www.thinkfinitysearch.org | Sept | |
| Presidents, Vice-Pres, Treasurers, Fundraisers | <u>DO NOT</u> endorse the back of checks for deposit | By doing so it interferes with the bank clearing house. When the checks are put through our check machine they are imprinted with all the information that is needed to go to the correct account. Having the endorsement on the back causes great difficulty when they are trying to verify them. | CathyAnn Dow canndow@aol.com | On-Going | |
| Presidents, Vice-Pres, Project Chairs | Attend Conference Call Meeting | <u>Monthly Group Conference Call Meeting</u> 3rd Tuesday, 8PM EST | Stephen Kohn 800-977-8002 passcode 667 986 # | Sept 16th | |
| Presidents | Article on Chapter Literacy or Domestic Violence Events | About 1 or 2 paragraphs with pictures | Stephen Kohn stephenkohn@cox.net and Gabe Olah jagapare@frontiernet.net | 3rd Qtr due Sept | |
| Sherwin & VZ West Chapters | Submit <u>Life Member Article</u> and <u>Picture</u> for Communicator | Recognize a Life Member in the Communicator | Gabe Olah jagapare@frontiernet.net | Oct 5th | |
| Presidents, Vice-Pres, Project Chairs | Register and Attend Quarterly Face-To-Face Meeting | Embassy Suites Baltimore at BWI Airport, 1300 Concourse Drive, Linthicum, MD 21090 TN 410-850-0747, Fax 420-859-0816 | Steve Kohn stephenkohn@cox.net | Oct 4 - 5 | |
| Presidents | Submit Hall Of Fame Award Winner | Submit Hall Of Fame Write-Up and 4 Pictures | Gabe Olah jagapare@frontiernet.net | Nov 1st | |
| Presidents | New Cash Handling Guidelines | Procedures for handling cash sent out in email | Steve Kohn stephenkohn@cox.net | On-Going | |

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| 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 canndow@aol.com or Diane Nelson DNelson786@aol.com | 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 canndow@aol.com or Diane Nelson dnelson786@aol.com and Steve Kohn stephenkohn@cox.net | On-Going | |