**ATTACHMENT 3: TASK PLANNING EXAMPLE**

NPO Name: Children’s Reading NPO

NPO Mission Statement: *“Our NPO promotes childhood literacy by providing books and tutoring to children ages 5-8.”*

**Action Item 1:** *Develop an after-school tutoring program using volunteer tutors. By December 2014, 50 children will have received at least 10 hours of tutoring.*

**Current status of this initiative:** We have identified two schools that are interested in partnering with us. We have identified 6 volunteers who are interested in being tutors.

**Tasks to be completed:**

|  |  |
| --- | --- |
| TASK # | DESCRIPTION |
| 1. | Draft contract with schools for sponsorship of tutoring program |
| 2. | Meet with school principals and finalize the contracts |
| 3. | Develop plan for recruiting additional tutors. |
| 4. | Recruit, interview, and sign up volunteers |
| 5. | Develop tutor training program |
| 6. | Train volunteers |
| 7. | Develop plan for identifying students to tutor  |
| 8. | Develop approach for getting parents’ permission for tutoring |
| 9. | Assign students to tutors |
| 10. | Develop and implement system for scheduling tutoring sessions |
| 11. | Develop and implement system for monitoring to assure that tutoring sessions are taking place |

**Action Item 2:** *Get donated books and distribute them to students who are receiving tutoring. By December 2013, 100 books will be distributed to children receiving tutoring.*

**Current status of this initiative:** We have identified a publisher of children’s books who may be interested in donating books

**Tasks to be completed:**

|  |  |
| --- | --- |
| TASK # | DESCRIPTION |
| 1. | Contact the publisher who may be interested to discuss donating books |
| 2. | Identify other publishers who may be interested and contact them |
| 3. | Develop agreements with publishers for book donations |
| 4. | Arrange for transportation of books from publishers to our office |
| 5. | Sort books by grade level |
| 6. | Distribute books to students receiving tutoring |

**Action Item 3:** *Develop a website for our NPO. By June 2014 we will have a website in place***.**

**Current status of this initiative:** We have not yet started

**Tasks to be completed:**

|  |  |
| --- | --- |
| TASK # | DESCRIPTION |
| 1. | Contract with website developer |
| 2. | Make technical arrangements for website hosting |
| 3. | Write content for website |
| 4. | Website programming/go live |
| 5. | Notify our clients and the community about our new website |