

ATTACHMENT 5: TASK ASSIGNMENT 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."*

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

Task #	Description	Assigned to	Start date	End date	Additional people involved	Resources needed
1.	Draft contract with schools for sponsorship of tutoring program	Mai	1 January	10 January	Binh	
2.	Meet with school principals and finalize the contracts	Mai	10 January	17 January		
3.	Develop plan for recruiting additional tutors.	Ngoc	1 January	30 January	Mai	
4.	Recruit, interview, and sign up volunteers	Ngoc	1 February	1 May	Binh, Mai	Budget for printing and mailing recruitment brochures
5.	Develop tutor training program	Mai	1 April	1 May		Classroom for providing training
6.	Train volunteers	Nancy	15 May	30 May		

7.	Develop plan for identifying students to tutor	Binh	1 April	1 May		
8.	Develop approach for getting parents' permission for tutoring	Binh	1 April	1 May		
9.	Assign students to tutors; get parent permission	Binh	1 May	1 June		
10.	Develop and implement system for scheduling tutoring sessions	Ngoc	1 May	1 June	Computer consultant for programming	
11.	Develop and implement system for monitoring to assure that tutoring sessions are taking place	Ngoc	1 May	1 June	Computer consultant for programming	

Initiative 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	Assigned to	Start date	End date	Additional people involved	Resources needed
1.	Contact the publisher who may be interested to discuss donating books	Mai	1 January	15 January		
2.	Identify other publishers who may be interested and contact them	Mai	1 January	30 January		
3.	Develop agreements with publishers for book donations	Binh	1 February	28 February		
4.	Arrange for transportation of books from publishers to our office	Binh	1 May	30 May	Will require volunteer with truck or van for transporting books	Truck
5.	Sort books by grade level	Ngoc	1 June	15 June		
6.	Distribute books to students receiving tutoring	Ngoc	15 June	1 December	Binh, Mai	

Initiative 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	Assigned to	Start date	End date	Additional people involved	Resources needed
1.	Contract with website developer	Ngoc	1 March	10 March		Budget for hiring developer
2.	Make technical arrangements for website hosting	Ngoc	10 March	31 March	Website developer	Budget for website hosting costs
3.	Write content for website	Binh	1 April	30 April		
4.	Website programming/go live	Website developer/ Binh	1 May	30 May		
5.	Notify our clients and the community about our new website	Mai	1 June	15 June		Notification to take place by email.