

# 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