**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.*

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| 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:**

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| --- | --- | --- | --- | --- | --- | --- |
| 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:**

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| 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. |