



Planning Events for 2010-2013

**Iowa ASCD
Planning for Events/Institutes
Fort Dodge Community Schools
Update Based on Feedback by Board Members at April Board Meeting and
Approved at the July 27, 2011, Board Meeting**

Intended Outcome: 2-Year Plan/Map of Professional Development Events/Opportunities for Iowa ASCD Members

Board Members Invited to Develop Plan: Kelly Adams (Fall Institute), Tom Ahart (Planning Committee Chair), Pam Armstrong-Vogel (Curriculum 21), Julie Davies (Summer Institutes), Lou Howell (Facilitator), Leslie Moore (President-Elect), Cindy Swanson (Summer Institutes), Chris Welch (Director of Technology), Amy Wichman (Director of Member Relations and E-Learning), Sue Wood (Curriculum Academy)

Board Members Present to Develop Plan: Tom Ahart, Lou Howell, Leslie Moore, Cindy Swanson, Chris Welch, Amy Wichman, Sue Wood



Planning Events for 2010-2013

2010-2011

	Fall Institute	Curriculum Leadership Academy	Summer Institute Okobojo	Summer Institute Dubuque	Other e.g., Iowa Core Panel, Focus Study,
Lead 2010-2011	Kelly Adams	Sue Wood	Julie Davies and Cindy Swanson	Julie Davies and Cindy Swanson	Pam Vogel – Curriculum 21
Support Team 2010-2011		Ad hoc <ul style="list-style-type: none"> Julie Grotewold Leslie Moore Susan Pecinovsky Lou Howell Chris Welch 			
Theme 2010-2011	Effective Instruction	Central Office Design	Effective Instruction	Effective Instruction	Curriculum 21
Dates – 2010-2011	October 28, 2010	April 13 – 14, 2011 with pre-conference on eve of April 12	June 16 – 17, 2011	June 20 - 21, 2011	June 22-23, 2011
Presenters 2010-2011	Doug Fisher	Iowa Educator Teams	Nancy Frey	Angela Peery	Heidi Hayes Jacobs
Pre-Lead 2010-2011	<ul style="list-style-type: none"> Brochure Newsletter 	<ul style="list-style-type: none"> Brochure Newsletter E-Blasts 	<ul style="list-style-type: none"> Brochure Newsletter E-Blasts 	<ul style="list-style-type: none"> Brochure Newsletter E-Blasts 	<ul style="list-style-type: none"> Brochure Newsletter Monthly E-Blasts
Follow-Up 2010-2011	<ul style="list-style-type: none"> Doug Fisher Webinar Handouts Posted PowerPoints posted 	<ul style="list-style-type: none"> Ning Handouts Posted PowerPoints Posted Video Clips 	<ul style="list-style-type: none"> Ning Handouts Posted PowerPoints Posted Video Clips 	<ul style="list-style-type: none"> Ning Handouts Posted PowerPoints Posted Video Clips 	<ul style="list-style-type: none"> Ning – connection to ning of Heidi Hayes Jacobs
Location 2010-2011	<ul style="list-style-type: none"> Drake University Des Moines 	<ul style="list-style-type: none"> Hilton Garden Inn Urbandale 	<ul style="list-style-type: none"> Arrowhead Okobojo 	<ul style="list-style-type: none"> Dubuque Grand River Center 	<ul style="list-style-type: none"> Altoona South East Polk
Evaluation: 2010-2011	<ul style="list-style-type: none"> On-line 	<ul style="list-style-type: none"> On-line 	<ul style="list-style-type: none"> On-line (?) 	<ul style="list-style-type: none"> On-line (?) 	<ul style="list-style-type: none"> On-line (?)
Event Workers:	<ul style="list-style-type: none"> Kelly Adams Elaine Smith-Bright Lou Howell Julie Grotewald Leslie Moore 	<ul style="list-style-type: none"> Sue Wood Leslie Moore Susan Pecinovsky Elaine 	<ul style="list-style-type: none"> Leslie Moore Cindy Swanson Julie Davies 	<ul style="list-style-type: none"> Julie Grotewald Cynthia Knight Susan Pecinovsky 	<ul style="list-style-type: none"> Chris Welch Tom Ahart Cynthia Knight Pam Vogel



Planning Events for 2010-2013

	Fall Institute	Curriculum Leadership Academy	Summer Institute Okoboji	Summer Institute Dubuque	Other e.g., Iowa Core Panel, Focus Study,
	<ul style="list-style-type: none"> • Julie Davies • 	Smith Bright <ul style="list-style-type: none"> • Lou Howell • 		<ul style="list-style-type: none"> • Cindy Swanson • 	
Other					



Planning Events for 2010-2013

2011-2012 and 2012-2013

	Fall Institute	Curriculum Leadership Academy	Summer Institute Okoboji	Summer Institute Dubuque	Advocacy/ Influence
Event Lead 2011-2012 and 2012-2013	Kelly Adams	Sue Wood	Cindy Swanson	Cindy Swanson	Susan Pecinovsky Pam Vogel Lou Howell
Support/Planning Team 2011-2012 and 2012-2013 <ul style="list-style-type: none"> • Member at large would serve as associate chair • Members would be selected based on 1) previous participation in the event, 2) role/ experience, 3) geography, 4) gender, 5) age range (Note: this would increase participation of members and develop them as potential leaders on board) 	<ul style="list-style-type: none"> • Member at large Kevin Vidergar • Member • Member • Member • Director of Technology (<i>ad hoc</i>) • Director of Member Relations and E-Learning (<i>ad hoc</i>) 	<ul style="list-style-type: none"> • Member at large Julie Grotewold • Member • Member • Member • Director of Technology (<i>ad hoc</i>) • Director of Member Relations and E-Learning (<i>ad hoc</i>) 	<ul style="list-style-type: none"> • Member at large Bart Mason • Member • Member • Member • Director of Technology (<i>ad hoc</i>) • Director of Member Relations and E-Learning (<i>ad hoc</i>) 	<ul style="list-style-type: none"> • Member at large Cindy Swanson • Member • Member • Member • Director of Technology (<i>ad hoc</i>) • Director of Member Relations and E-Learning (<i>ad hoc</i>) 	<ul style="list-style-type: none"> • Linda Black • Kerri Nelson • Legislator, <i>ad hoc</i> (e.g., Cindy Winckler) • ASCD (e.g., David Griffith)
Theme 2011-2012	<ul style="list-style-type: none"> • Theme: Effective Core Instruction and Supports to Increase Learning of All Kids • RTI would be a common thread throughout the presentations • Tie all descriptions to the 6 outcomes of the (Iowa) Core, the Iowa Teaching Standards and Criteria, and the Iowa Standards for School Leaders (including Descriptors for Supt, Central Office, Principals), and the National Core Standards as appropriate. 				



Planning Events for 2010-2013

	Fall Institute	Curriculum Leadership Academy	Summer Institute Okobojo	Summer Institute Dubuque	Advocacy/Influence
Dates 2011-2012	October 20, 2011	April 11 – 12, 2012	TBD	TBD	See Action Plan – Action 4
Dates 2012-2013	October 18 or 25, 2012	April 10 – 11, 2013	TBD	TBD	TBD
Presenters 2011-2012	Doug Fisher – RTI ²	Teams from across the state focused on theme and functions of creating a system.	TBD: • Austin Buffum • Mike Mattos • Alexa Posney	TBD: • Austin Buffum • Mike Mattos • Alexa Posney	Hill Visits with training by ASCD or Wisconsin ASCD Posting visits with training by Senators Beall (Fort Dodge) and Heddons (Ames)
Presenters 2012 – 2013	TBD based on theme	Teams from across the state focused on theme and functions of creating a system.	TBD based on theme	TBD based on theme	Hill Visits with training by ASCD or Wisconsin ASCD Posting visits with training by Senators Beall (Fort Dodge) and Heddons (Ames)
Marketing for 2011-2012 and 2012-2013	Brochure Newsletter IEL Journal Twitter Facebook	Brochure Newsletter IEL Journal Twitter Facebook	Brochure Newsletter IEL Journal Twitter Facebook	Brochure Newsletter IEL Journal Twitter Facebook	Newsletter Twitter Facebook Other: TBD
Follow-Up 2011-2012 and 2012-13	<ul style="list-style-type: none"> • Flash Drive • Ning • Webinars (partnerships with AEA's and others) • Twitter • Facebook • Regional opportunities 	<ul style="list-style-type: none"> • Flash Drive • Ning • Webinars (partnerships with AEA's and others) • Twitter • Facebook • Regional opportunities 	<ul style="list-style-type: none"> • Flash Drive • Ning • Webinars (partnerships with AEA's and others) • Twitter • Facebook • Regional opportunities 	<ul style="list-style-type: none"> • Flash Drive • Ning • Webinars (partnerships with AEA's and others) • Twitter • Facebook • Regional opportunities 	<ul style="list-style-type: none"> • Twitter • Newsletter • Facebook • Other: TBD
Location 2011-2012 and 2012-2013	<ul style="list-style-type: none"> • Drake University • Des Moines 	<ul style="list-style-type: none"> • Hilton Garden Inn • Urbandale 	<ul style="list-style-type: none"> • Arrowhead • Okobojo 	<ul style="list-style-type: none"> • Dubuque • Grand River Center 	<ul style="list-style-type: none"> • “On the hill” • At local postings
Evaluation:	<ul style="list-style-type: none"> • On-line • Standardized 	<ul style="list-style-type: none"> • On-line • Standardize 	<ul style="list-style-type: none"> • On-line • Standardize 	<ul style="list-style-type: none"> • On-line • Standardize 	TBD



Planning Events for 2010-2013

	Fall Institute	Curriculum Leadership Academy	Summer Institute Okoboji	Summer Institute Dubuque	Advocacy/Influence
2011-2012 and 2012-2013 • Note: Members at large, Director of Technology, and Director of Member Relations/E-Learning, and Lou Howell would finalize the standardized part and event chairs would provide specifics.	with additional questions based on learning outcomes of event.	d with additional questions based on learning outcomes of event.	d with additional questions based on learning outcomes of event.	d with additional questions based on learning outcomes of event.	
Event Workers for 2011 – 2012 Planning Team Members and/or directors assigned would attend free. Expenses (e.g., mileage, hotel, food) would be reimbursed. Board members may be asked to work if needed.	<ul style="list-style-type: none"> • Event Chair • Member at large Kevin Vidergar • Executive Director • Member • Member • Member 	<ul style="list-style-type: none"> • Event Chair • Member at large Julie Grotewold • Executive Director • Member • Member • Member 	<ul style="list-style-type: none"> • Event Chair • Member at large Bart Mason • Executive Director • Member • Member • Member 	<ul style="list-style-type: none"> • Event Chair • Member at large Cindy Swanson • Executive Director • Member • Member • Member 	All board members and interested members would participate
Event Workers for 2012-2013 Planning Team Members and/or directors assigned would attend free. Expenses (e.g., mileage, hotel, food) would be reimbursed. Board members may be asked to work if needed.	<ul style="list-style-type: none"> • Event Chair • Member at large • Executive Director • Member • Member • Member 	<ul style="list-style-type: none"> • Event Chair • Member at large • Executive Director • Member • Member • Member 	<ul style="list-style-type: none"> • Event Chair • Member at large • Executive Director • Member • Member • Member 	<ul style="list-style-type: none"> • Event Chair • Member at large • Executive Director • Member • Member • Member 	All board members and interested members would participate
Registrations	• Board	• Board	• Board	• Board	• Free to all



Planning Events for 2010-2013

	Fall Institute	Curriculum Leadership Academy	Summer Institute Okoboji	Summer Institute Dubuque	Advocacy/ Influence
for 2011-2012 and 2012-2013	<p>members or planning team members working would go "free"</p> <ul style="list-style-type: none"> • Non-members would pay \$45 above member fee • Cancellation Policy: <input type="checkbox"/> <p>If you are unable to attend the event for which you registered, please contact Bridget Arrasmith (bridget.arrasmith@drake.edu or 515.271.1872) at least 7 days in advance for a full refund. If your notification is provided within one week of the event, you will be provided a written voucher that may be presented by an individual of your choice on the day of the event. Failure to notify the need for cancellation or replacement will result in the full charge for the event.</p>	<p>members or planning team members working would go "free"</p> <ul style="list-style-type: none"> • Non-members would pay \$45 above member fee • Cancellation Policy: <input type="checkbox"/> <p>If you are unable to attend the event for which you registered, please contact Bridget Arrasmith (bridget.arrasmith@drake.edu or 515.271.1872) at least 7 days in advance for a full refund. If your notification is provided within one week of the event, you will be provided a written voucher that may be presented by an individual of your choice on the day of the event. Failure to notify the need for cancellation or replacement will result in the full charge for the event.</p> <ul style="list-style-type: none"> • Presenters: Key presenter would attend free with mileage paid; all other presenters of team would receive \$100 	<p>members or planning team members working would go "free"</p> <ul style="list-style-type: none"> • Non-members would pay \$45 above member fee • Cancellation Policy: <input type="checkbox"/> <p>If you are unable to attend the event for which you registered, please contact Bridget Arrasmith (bridget.arrasmith@drake.edu or 515.271.1872) at least 7 days in advance for a full refund. If your notification is provided within one week of the event, you will be provided a written voucher that may be presented by an individual of your choice on the day of the event. Failure to notify the need for cancellation or replacement will result in the full charge for the event.</p>	<p>members or planning team members working would go "free"</p> <ul style="list-style-type: none"> • Non-members would pay \$45 above member fee • Cancellation Policy: <input type="checkbox"/> <p>If you are unable to attend the event for which you registered, please contact Bridget Arrasmith (bridget.arrasmith@drake.edu or 515.271.1872) at least 7 days in advance for a full refund. If your notification is provided within one week of the event, you will be provided a written voucher that may be presented by an individual of your choice on the day of the event. Failure to notify the need for cancellation or replacement will result in the full charge for the event.</p>	<p>participants but registration would be required to have training/ support materials and plan/ balance the visits</p>



Planning Events for 2010-2013

	Fall Institute	Curriculum Leadership Academy	Summer Institute Okoboji	Summer Institute Dubuque	Advocacy/ Influence
		discount on their registration. <ul style="list-style-type: none"> • Graduates of Academy would attend for \$75 (increased due to increased costs of food) • If teachers are part of the presenting team, this should be discussed with chair and executive director to determine final cost. • Future exploration: role of coupon for book for graduates or presenters 			
Go Green!	<ul style="list-style-type: none"> • Iowa ASCD would provide a flash drive with our logo – and initially load materials for participants. We would explore for the future the role that phone codes could play in distribution of materials • Ning would be available for additional loads • Folders would be used if applicable; no longer use notebooks • Participants would be encouraged to bring their computers. 				
Other:	<ul style="list-style-type: none"> • Brochures would be developed through AEA/Cindy Swanson – both the print and digital versions • Webinar on “How to Access Social Networking” will be explored by Director of Technology and Director of Member Relations and E-Learning 				



Planning Events for 2010-2013

Iowa Association for Supervision and Curriculum Development Events Chair – Fall Institute

Events Chair – Fall Institute

- Attend all Board of Directors meetings and provide input to the Board regarding the Fall Institute.
- Work collaboratively with the Past President and Fall Institute team to assure quality in the program and event.
- Be attentive to expressed needs of schools and seek input from educators in Iowa to focus the Fall Institute.
- Take the lead in organizing and conducting the Fall institute.
- Report to the board progress and follow-up regarding the Fall Institute.

<u>Month</u>	<u>Responsibilities</u>	<u>Comments</u>
November	<ul style="list-style-type: none"> • Provide article and pictures from Fall Institute to editor of <i>Iowa Education Leadership</i> • Provide information for web site of Iowa ASCD regarding the conference; might include web site links, handouts, PowerPoints • Complete evaluation of the October/Fall Institute. • Send thank you's to presenter(s), host site, and workers on team • Provide follow-up opportunity if planned • Establish/Assure team responsible for the Fall Institute • Establish date for conference in October of following year • Set up contract with host site 	<ul style="list-style-type: none"> • Work with board member representing Drake University – Elaine Smith-Bright
December	<ul style="list-style-type: none"> • Provide report to the board regarding October/Fall Institute (e.g., number of participants, expenses and revenue, evaluation) and share date of conference for following year. • Provide follow-up opportunity if planned • Work with team to determine focus/theme, speaker(s), and follow-up opportunities 	
January	<ul style="list-style-type: none"> • Provide follow-up opportunity if 	



Planning Events for 2010-2013

<u>Month</u>	<u>Responsibilities</u>	<u>Comments</u>
	<ul style="list-style-type: none"> planned • Secure Speaker/Theme • Work with membership/technology to map out marketing and follow-up 	
February	<ul style="list-style-type: none"> • Provide follow-up opportunity if planned • Finalize plan for marketing • Establish format • Update board on progress 	
March	<ul style="list-style-type: none"> • Provide follow-up opportunity if planned • Get summary of opportunity and bios from presenter(s) 	
April	<ul style="list-style-type: none"> • Design and type brochure • Post on Website • Finalize flyer and work with marketing, technology to get ready for distribution. 	<ul style="list-style-type: none"> • There is a template that has been used the past several years. • Work with Bridget to set this up
May	<ul style="list-style-type: none"> • Distribute flyers to members and all AEA's to distribute/announce at Curriculum/Principal network meetings • Post electronic registration 	<ul style="list-style-type: none"> • Send to Drake for mailing • Electronic Distribution in May and August
June	<ul style="list-style-type: none"> • Provide Summer Institute Chair with "plug" at the summer conference, including flyer if at all possible. 	
July	<ul style="list-style-type: none"> • Plan communication for August regarding the Fall Institute. 	
August	<ul style="list-style-type: none"> • Provide additional/personal communication • Check with host site to confirm site and determine menu and room set-up • Work with executive director to determine resources for "book store" 	<ul style="list-style-type: none"> • Work with Drake board director
September	<ul style="list-style-type: none"> • Get black-line master for printing. • Set up evaluation form 	
October	<ul style="list-style-type: none"> • 1 week before conference – assure handouts are printed/picked up. 	<ul style="list-style-type: none"> • Have reimbursement forms for speakers ready.



Planning Events for 2010-2013

<u>Month</u>	<u>Responsibilities</u>	<u>Comments</u>
	<ul style="list-style-type: none"> • 1 week before conference - assure door prizes • 1 day before conference <ul style="list-style-type: none"> • Pick up packet of materials from Bridget Arrasmith, including name tags, list of participants, large Post-it notes, markers, scissors, Iowa ASCD banner • Get additional materials needed, including digital camera for pictures • Make "last check" with host site to assure room set-up and food set-up is made • Day of conference: <ul style="list-style-type: none"> • Set-up • Clean up • Immediately following conference: work with treasurer to assure payments are completed in timely fashion 	



Planning Events for 2010-2013

Iowa Association for Supervision and Curriculum Development Events Chair – Summer Institute

Events Chair – Summer Institute

- Attend all Board of Directors meetings and provide input to the Board regarding the Summer Institute.
- Work collaboratively with the Past President and Summer Institute team to assure quality in the program and event.
- Be attentive to expressed needs of schools and seek input from educators in Iowa to focus the Summer Institute.
- Take the lead in organizing and conducting the summer institute.
- Report to the board progress and follow-up regarding the Summer Institute.

Calendar for Work of Chair(s) of Summer Institute(s)

<u>Month</u>	<u>Responsibilities</u>	<u>Comments</u>
August	<ul style="list-style-type: none"> • Establish dates for conference in June of following year • Set up contract host site(s) • Establish /Assure team responsible for the Summer Institute 	<ul style="list-style-type: none"> • Kerri Winkle at Arrowwood 1.800.727.4561 • Chelsea Ellingson at Grand River Center 1.563.690.1344
September	<ul style="list-style-type: none"> • Secure Speaker/Theme • Post on Website 	<ul style="list-style-type: none"> • Secure Speaker/Theme • Post on Website
October	<ul style="list-style-type: none"> • Secure Breakout Sessions if needed 	<ul style="list-style-type: none"> • Secure Breakout Sessions if needed
November	<ul style="list-style-type: none"> • Secure Breakout Sessions if needed 	<ul style="list-style-type: none"> • Secure Breakout Sessions if needed
December	<ul style="list-style-type: none"> • Get summary of sessions and bios from presenters 	<ul style="list-style-type: none"> • Get summary of sessions and bios from presenters
January	<ul style="list-style-type: none"> • Design and type brochure • Post on Website 	<ul style="list-style-type: none"> • There is a template that has been used the past several years.
February	<ul style="list-style-type: none"> • Finalize flyer and e-mail to Drake for mailing out 	<ul style="list-style-type: none"> • Send to Drake for mailing
March	<ul style="list-style-type: none"> • Send e-mail and flyer to all AEA's to announce at Curriculum/ Principal meetings 	
April	<ul style="list-style-type: none"> • Assure brochures are available for distribution at the 	



Planning Events for 2010-2013

	Curriculum Academy	
May	<ul style="list-style-type: none">• Review menu options• Secure rooms for presenters.	<ul style="list-style-type: none">• Appetizers for first night of conference• Bagels and Donuts/Juice & Coffee• ½ Sandwich , Soup, Dessert• Cookies and Pop for p.m.



Planning Events for 2010-2013

<p>June</p>	<ul style="list-style-type: none"> • 1 week before conference – assure handouts are printed/picked up. • 1 day before conference <ul style="list-style-type: none"> • Pick up packet of materials from Bridget Arrasmith, including name tags, list of participants, large Post-it notes, markers, scissors, Iowa ASCD banner • Get additional materials needed, including digital camera for pictures • Make “last check” with conference site chair to assure room set-up and food set-up is made • Days of conference: <ul style="list-style-type: none"> • Pre-Conference • Day 1 • Day 2 • Immediately following conference <ul style="list-style-type: none"> • Work with treasurer to assure payments are completed in timely fashion 	<ul style="list-style-type: none"> • Have reimbursement forms for speakers ready.
<p>July</p>	<ul style="list-style-type: none"> • Send thank you’s to presenters of Summer Institute • Provide article and pictures to editor of <i>Iowa Education Leadership</i> • Provide information for web site of Iowa ASCD regarding the conference; might include web site links, • Prepare report to share at following board meeting. 	<ul style="list-style-type: none"> •



Planning Events for 2010-2013

Iowa Association for Supervision and Curriculum Development Events Chair – Curriculum Leadership Academy

Events Chair – Curriculum Leadership Academy

- Attend all Board of Directors meetings and provide input to the Board regarding the Curriculum Leadership Academy.
- Work collaboratively with the Past President and Curriculum Leadership Academy team to assure quality in the program and event.
- Be attentive to expressed needs of schools and seek input from educators in Iowa to focus the Curriculum Leadership Academy.
- Take the lead in organizing and conducting the Curriculum Leadership Academy.
- Report to the board progress and follow-up regarding the Curriculum Leadership Academy.

<u>Month</u>	<u>Responsibilities</u>	<u>Comments</u>
May	<ul style="list-style-type: none"> • Ensure that contract is signed for the facility for the upcoming year. • Provide article and pictures to editor of <i>Iowa Education Leadership</i> • Provide information for web site of Iowa ASCD regarding the conference; might include web site links 	<ul style="list-style-type: none"> • 3 presentation rooms that will comfortably accommodate 30-40 in each room. One room that will accommodate 80-100 • Spaces for registration and book store • Food service: continental breakfast and lunch each day • Special conference rate for sleeping rooms, but no requirement of a guaranteed number of rooms • Acceptance of direct shipments and storage of books for the book store • A place for assembling the notebooks around 4:00 the day before the Academy begins
June	<ul style="list-style-type: none"> • Review Academy evaluations and prepare to share with Board at summer retreat 	
July		
August	<ul style="list-style-type: none"> • Contact members of the Academy committee to begin to think about theme and presenters 	<ul style="list-style-type: none"> •
September	<ul style="list-style-type: none"> • Secure presenters 	<ul style="list-style-type: none"> •
October	<ul style="list-style-type: none"> • Secure presenters 	<ul style="list-style-type: none"> •
November	<ul style="list-style-type: none"> • Finalize presenters 	<ul style="list-style-type: none"> • For the past 2 years Sue has



Planning Events for 2010-2013

<u>Month</u>	<u>Responsibilities</u>	<u>Comments</u>
	<ul style="list-style-type: none"> Design brochure 	<p>designed and typed the brochure. Sue has the template</p>
December	<ul style="list-style-type: none"> Submit brochure to committee for review and editing 	<ul style="list-style-type: none">
January	<ul style="list-style-type: none"> Send finalized brochure to Bridget Arrasmith for placement on website and distribution to members Contact presenters regarding printing of hand-outs for the Academy and media needs Determine if presenters will be mentioning books and include those books in book room order Develop article for Iowa ASCD newsletter and <i>Iowa Educational Leadership</i> Arrange for a process for staff development credit and/or graduate credit 	<ul style="list-style-type: none"> Bridget will keep a database of Academy registrants and forwards payment to the Iowa ASCD treasurer Tom Ahart has been arranging for graduate/staff development credit
February	<ul style="list-style-type: none"> Order 2-inch, 3-ring notebooks Check on inventory of notebook covers and spines, and graduation certificate Order books for book store Print name badges Contact presenters to determine if there are any needs they have 	<ul style="list-style-type: none"> Lou has the template for covers and spines Sue has the template for graduation certificate Bridget prints name badges
March	<ul style="list-style-type: none"> Continue to check with Bridget about registrations, send out additional information if necessary Contact facility and finalize arrangements for food Final contact to presenters Print hand-outs for presenters Arrange for electronic conversations through NING Arrange for electronic evaluation of the Academy Contact Iowa ASCD Board members to determine who will work registration, book store, etc. Prepare reimbursement forms 	<ul style="list-style-type: none"> Chris Welch sets up Ning Chris Welch sets up electronic evaluation



Planning Events for 2010-2013

<u>Month</u>	<u>Responsibilities</u>	<u>Comments</u>
	for presenters	
April	<ul style="list-style-type: none"> • Final check with site to ensure everything is ready • Day before conference <ul style="list-style-type: none"> • assemble notebooks and place on tables in large group presentation room • Pick up registration badges, rosters of registrants, supplies • Morning of conference <ul style="list-style-type: none"> • Set up registration table and book store • Send thank you's to presenters upon completion of Academy. 	<ul style="list-style-type: none"> • Bridget has supplies and rosters for registrants