



Time Table:	Participating Group:
Program Location:	Key Contact:
Estimated Program Cost:	Estimated Donated Money/Material:

## SSS Resource #7 - Planning Sheet of Task/Person Responsibilities

	Responsible Team Member	Date Initiated	Target Completion Date	Date Completed	Comments
1. Write a plan.					
2. Gain approval.					
3. Obtain funding sources.					
4. Designate intended audience.					
5. Secure personnel.					
6. Determine number of books needed.					
7. Purchase and secure text.					
8. Match students to books.					
9. Package text.					
10. Develop a reminder to read.					

	Responsible Team Member	Date Initiated	Target Completion Date	Date Completed	Comments
11. Notify parents of project.					
12. Educate parents and students.					
13. Disseminate materials.					
14. Implement a reminder plan over the summer.					
15. Develop follow-up when school year begins - celebration.					
16. Collect books at the completion of the program					
17. Gain feedback - survey.					

Other Notes:
