

In keeping with our goal of “service above self” and increasing awareness of the Rivertowns Rotary, the following is our plan for the Hastings-On-Hudson (HOH) service project blitz:

SCHOOL SUPPLIES FOR NEEDY TEACHERS - GREENBURGH-GRAHAM UNION FREE SCHOOL –

- HOH Service Project Outline:**

- Objective: Procure and provide needed school supplies to teachers in support of the student body at the Grammar, Middle and High School.
- Supply Budget: \$4,000 (\$2K raised by Rotary Club, \$2K contributed by Rotary District Grant)
- Contribution Parameters: 51 teachers - \$78.50 each
- Timeline: ~End of November 2022

SCHOOL REPRESENTATIVE OUTREACH

<i>Committee Members</i>	<i>Abby Connett *Chair</i>	
OWNER	Responsibilities	Due Date
Abby Connett	Call Rakeem Callands, Business Administration, to introduce the project and secure a date to meet in person	Thurs 9/15
Abby Connett	Meet to request R. Callands commit to (a) identify teachers for supply contribution (b) distribute a teacher communique (c) determine teacher/student presentation event date	Tues 9/20
Abby Connett	Provide our Club with overview of school and its mission	Tues 9/27
Louise Challop	Draft introductory communique for R. Callands to distribute to teachers	Fri 9/30
Abby Connett	Communicate with Rakeem Callands on event execution	ongoing

TEACHER PRESENTATION

<i>Committee Members</i>	<i>Mary Toomy *Chair</i>	
OWNER	Responsibilities	Due Date
Abby Connett	Secure presentation date	Tue 9/27
Monique S./James M.	Plan and outline presentation event	Tue 10/18
Tim/Sue Allport	Create communication outlining project plan to distribute to teachers	Tue 10/25
Bill Florin	Contact Enterprise for event coverage (~10/31)	Tue 10/25
Tim Allport	Secure RR banner & any additional support for event	November
Ellen Sledge	Conduct presentation event	November

SUPPLY PROCUREMENT

<i>Committee Members</i>	<i>Deb Bornstein *Chair</i>	
OWNER	Responsibilities	Due Date
Ellen Sledge	Develop & schedule a community outreach program to raise funds for project (e.g. approach HOH businesses, assigning club members to specific stores or town quadrants)	Tue 10/11
Ellen Sledge	Create flyer for fund-raising day	Tue 10/18
Deb Bornstein	Secure club member contributions	Tue 10/25
Tom Minozzi	Create receipts for donors	Tue 10/25
Ellen Sledge	Create thank you letters for donors	Tue 10/25
Club Members	Conduct HOH fundraising day	Early Nov
Kathy Ilardi	Send receipts and thank you letters to donors	tbd
Abby Connett	Collect list of teachers and supplies	Tues 11/8
Deb Bornstein	Collect supply receipts from Rakeem Callands	tbd

GRANT SUBMISSION

<i>Committee Members</i>	<i>Deb Bornstein *Chair</i>	
Deb Bornstein	Update website (https://www.matchinggrants.org/ - P4535)	Ongoing
Deb Bornstein	Submit receipts for reimbursement	tbd