**COMMITTEE TIMELINE AND RESPONSIBILITIES**

**Outstanding Educators Ceremony**

**Alpha Sigma Chapter, Kitsap County**

**Timeline/Responsibilities of the Committee Members**

Timeline: All meetings are recorded into minutes which are sent to each committee person. Contacts are listed with e-mail addresses and phone numbers (landlines and cell)

* Late August:

1. Schedule City Hall Chambers at Poulsbo; preferably a Tuesday, 3:30 to 6:15 pm
2. Invite Mayor Becky Erickson to be our Guest Speaker/hand out certificates
3. Secure date with $100 damage deposit plus one hour for the use of the microphone

* November Meeting

1. Review process
2. Decide on dates for deadlines
3. Decide which responsibilities each committee member would be willing to do (see attached sheet for examples of responsibilities)
4. Edit letters sent to former Outstanding Educator recipients, principals of public and private schools and send them to the committee for review
5. Update the list of principals
6. Decide on our contact using a district address
7. Decide to include Scholarship Recipient at the event
8. Decide to invite Native American drummer “Oliver” to honor candidates (Nancy Meyer)
9. Print labels for mailings to principals and for return addresses
10. Purchase envelopes and stamps; save receipts to be reimbursed by chapter
11. Have minutes typed and sent to committee

* December Meeting

1. Present the Outstanding Recipient Celebration to the chapter and offer nomination forms

* January Meeting with last year’s deadlines given

1. Stuff and mail envelopes for former recipients and principals (Jan. 3rd)
2. Deliver invitations to state DKG officers to attend the event
3. Contact the Scholarship Com. to see they can select a recipient for the event
4. Contact Pat about providing the brochures and certificates
5. All recommendations are due (Jan.27)
6. Pick up mail at Wolfle
7. Monitor DKG e-mails

* February Meeting

1. Read nominations and decide on recipients (Feb. 7)
2. Discuss the descriptions of candidates and divide into three readers (Feb. 28)
3. Type all blurbs for the committee to read and edit
4. Organize refreshment schedule at our Alpha Sigma meeting
5. Print program/purchase name tags
6. Decide on Greeters
7. Contact local newspapers to let them know about event
8. Order Roses from Central Market

* March Event (March 21)

1. Pick up roses
2. Send a reminder to those who signed up to bring “ready for table” desserts
3. Two copies of blurbs are printed; one for the recipient and the other for the committee
4. Attend training session for the microphone (March 20)
5. Set up and arrange City Hall Chambers with additional chairs and tables
6. Bring table cloths, name tags, punch bowl and ingredients for punch, camera, certificates
7. Gift for Oliver?

* After Event

1. Send Thank Yous to mayor, Central Market for roses and S’Klallam Drummer
2. Write an article for the local newspapers including the photo
3. The Committee cleans up placing furniture in their proper place and vacuuming
4. Committee meets after event to wind down and reassess
5. Collect the $100 damage deposit from City Hall