

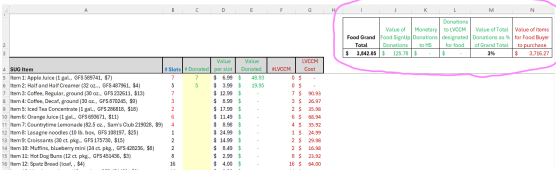
LVCCM HS Trainer Key Task Timeline

Timing	Task(s)	Notes & Templates / Tools
Before meeting with HS Trainer	1. Review and update HS Manual if needed	
	2. Prepare HS email accounts	• Move last weekend's emails to subject folder • Set up folders for current weekend based on prior one • Set up signature for current HS
~3 months before Weekend	3. Meet with HS to give HS Manual and review HS Key Task List	
	4. Contact Head Cook and send <i>Cook's Food List</i> Excel form and example. Ask for completed Cook's Food List to be sent to HS Trainer by about 2 months before the Weekend	 Cooks_food_list_for m.xlsx  Cooks_Food_List_Example-Men's_97.xls
	5. Contact Snack Cha and send <i>Starting Snack Food List</i> Excel form. Ask to review suggested snack food list, making additions and deletions as necessary, sending to HS Trainer by about 2 months before the Weekend	 Starting Snack Food List.xlsx
2-3 months before the weekend	6. Set up <i>Sign Up Genius (SUG)</i> for food donations	 Procedure - Initial setup of SUG
When both final food lists are received (Target: 4-6 weeks before Weekend)	7. Populate SUG from the Cook food list and Snack food lists	 Procedure - Preparation of SUG
	8. Compile email addresses from database.	1. Sort LVCCM database by 'no blanks' in email field, '> xx' in 'Last Weekend Served' column (where xx

LVCCM HS Trainer Key Task Timeline

		is ~20 weekends before current).
	9. Prepare draft e-mail and get HS approval	 Example Food Donation e-mail text
	10. Send out mass mailing e-mail for food donations with link to SUG	Use HS email account, address to HS with names (~450 per day) in bcc
	11. Prepare ' <i>SUG Food Donation Tracker</i> ' from template a. 'Copy/Paste as Text' 'Slot Text' (Column A) of <i>SUG Slotmaker</i> into Column A of <i>Tracker</i> b. 'Copy/Paste' '#Slots' (Column B) of <i>SUG Slotmaker</i> into Column B of <i>Tracker</i> c. 'Copy/Paste' cost per item from <i>Cooks and Snack food lists</i> into Column D of <i>Tracker</i>	
	12. Compile <i>Calling List</i> from database	Sort LVCCM database by 'blanks' in email field, > [current weekend-25] in 'Last Weekend Served' column  Calling_list_examp e-W-no_email-active
	13. Update <i>Calling Instructions</i> with current weekend information	 Calling instructions.docx
Once SUG has been prepared and broadcast email has been sent	14. Notify HS to organize Calling Team for food donations, send <i>Calling List</i> , <i>Calling Instructions</i>	
~Weekly after SUG has been sent out	15. Monitor HS email account for SUG notifications and any questions	
	16. Enter slot sign-ups, monetary donation updates from HS, LVCCM Treasurer into ' <i>SUG Food Donation Tracker</i> '	Move SUG email notices from inbox to folder set up for the Weekend once logged in <i>Food Donation Tracker</i>

LVCCM HS Trainer Key Task Timeline

	17. Send periodic updates to HS: send 'snip' of donation summary dashboard in upper right of 'SUG Food Donation Tracker' by email: 	
2-3 weeks before Weekend	18. Check with HS on status of food donations and strategy to get remaining items	
	19. Send out final reminder email to mass mailing list	
Saturday before the Weekend	20. Download final signup list from SUG, sort into useful lists, and send sorts to HS and Food Buyer to arrange purchase of needed items not donated.	 Procedure - Preparation of sorte
	21. Once Food Buyer has signed up for all remaining items in the SUG, send out delivery reminders to those who signed up using 'mail merge' process	 Food_Donation_Compiler_V03.xlsm  Food_Donation_Merged_Emails-Instruct
After the weekend	22. Arrange for debrief meeting with HS: - Return manual - Get nametags from banner of community who served meals - Get list of phone number corrections & database updates from sheet in community serving area - Get brief written weekend report and suggestions for HS Trainer improvements	