



February Checklist

✓	Checklist Items
	Communication with Principal, Faculty, & Staff
	Remain in communication with your students' teachers on a regular basis.
	Communication with Parents & Community
	<p><i>Intern-Friendly:</i> Check school calendar & PTO newsletters for evening social events - Communicate with families about school and CAN events with flyers. Encourage families to get involved.</p> <p>Continue to send home flyers with information about available resources (may use the same flyer template).</p>
	<p><i>Intern-Friendly:</i> Communicate center's holiday hours and days of closure (if you are going to be on vacation, make sure centers are covered during "open hours."). Spring break is coming up! Touch base with families about center and school closures.</p> <p>If snow day, communicate that the center is closed.</p>
	Reminder: CAN AAATA Fare Deal Application -- Directors can use this application to help clients apply for a fare deal card
	Communication with Staff & Volunteers
	Host/Participate in new semester orientation for staff
	Connect new interested volunteer candidates with the Director of Volunteers
	Send/Show appreciation to your team via cards, e-cards, complements, etc.
	Set up time with staff (and volunteers, if any are interested and looking for additional hours) to deep clean the center one time each month.
	Remind all staff and interns to use resources on CAN Academy
	Ask your team if they feel comfortable sharing about CAN and what they do at CAN with their friends and family; do they have an elevator pitch?
	Special Events & Holiday Parties
	Throw a community building event this month -- get creative!
	Start thinking about February holiday parties!



	www.can-academy.org/staff-resources → “Holiday Party Planning Resources”
	Help families with children of preschool age enroll (Head Start). Contact Aaron Pressel, pressela@aaps.k12.mi.us
	Take pictures and record short stories about what happened at your parties and in your programs and send them to the Development Director
	Consider what funds you may find helpful in the coming months and let Director of Development and Grants Specialist know so they have time to look for funds/donations
	Database / Admin Summary (some items will repeat from other categories)
	Update Active/Inactive Staff and Interns in Salesforce and on the Intern & PA Schedule
	Update volunteer shift sign-ups (Director of Volunteers)
	Make sure all students who are attending program are officially enrolled in Salesforce
	Take daily student attendance
	Take daily volunteer attendance
	Approve weekly and bi-weekly timesheets from every staff and intern; update time sheets outside of pay period
	Prepare for another round of Youth Matrix Interviews
	Check Schoology to stay up to date with student homework and teacher communications
	Double check Salesforce for duplicate clients from your community and merge duplicates in the database
	Log outgoing gift cards