

**/DISABILITY MENTORING DAY DUTIES 10/**

| <b>DMD assigned duties:</b>                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b><u>To do:</u></b>                                                                                                                                                                                                                                                 | <b><u>Group/Person assigned:</u></b>                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><u>Book Hidden Valley church -</u><br/> <a href="mailto:HVCC@hiddenv.com">HVCC@hiddenv.com</a><br/>           (request a projector and screen if needed.<br/>           They have WIFI<br/>           Use additional conference rooms for break out sessions.</p> | <p><b>Angie Klein Book Church</b></p>                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><u>Book guest speakers/presenters</u><br/>           In the past:<br/>           SWT: Christiana Bowers<br/>           ADRC - Brittany<br/>           House on the Rock - Nancy Schaaf</p>                                                                        | <p><b>Christiana Bowers: Chelsi Clark</b><br/> <b>ADRC: Brittany, yes</b><br/> <b>HOTR: Cynthia Zwald</b></p>                                                                                                                                                                                                                                                                                                              |
| <p><u>Check with ADRC to donate:</u> water, chips, fruit, granola bars</p> <p>They also usually donate cinch bags or other cool prizes</p> <p>Assign people to bring <u>coolers</u></p>                                                                              | <p>Estimated amounts of food needed:</p> <ul style="list-style-type: none"> <li>-bananas - 5 bunches</li> <li>-apples - 4 bags</li> <li>-chips - 3 (32 pack) boxes<br/>                       1 (20 pack) box</li> <li>- Granola bars # of students</li> </ul> <p>-Water 6? (24 packs)</p> <p>Students are always hungry after the event: granola bars or something for quick snack?</p> <p>coolers: Brittany and Dana</p> |
| <p>Contact the Dodgeville Mayor or other prominent guest welcome speaker?</p>                                                                                                                                                                                        | <p><b>Tim Markle</b></p>                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><u>**Contact businesses</u> (assigned at meeting)</p> <p>Add contact results to google docs<br/> <b>**Everyone must make follow up calls to confirm the businesses 2 days in advance**</b></p>                                                                    | <p><b>By: Friday Sept 22</b></p>                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><u>Student registration</u></p>                                                                                                                                                                                                                                   | <p>Dates: Open Oct 5-9</p>                                                                                                                                                                                                                                                                                                                                                                                                 |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Lisa will produce Google doc registration form                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <u>Order food from Subway</u> (get flat rate for sandwiches or boxed lunches??)                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Chelsi will do sub order</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <u>Order t-shirts</u> for students/chaperones;<br>(separate color for DMD planning team)                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Confirm transportation availability (bus/van #)                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Date:<br/>Update on spreadshhet</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <u>Send business follow up email or phone</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Date: Monday Oct 16th</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| Follow up phone call to businesses to confirm students/times                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Date: Monday, Oct 16th</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| Secure <u>prizes</u> from businesses<br>(past ideas: SWTC, ADRC, McDonald's, Subway, Culver's, US Cellular/itunes cards)                                                                                                                                                                                                                                                                                                                                                                                | <b>Donations from businesses</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <u>Schedule transportation</u><br>*pre-announce that vans/busses need to park in one area in the church parking lot                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <u>Assemble folders:</u><br>*Day time schedule (green)<br>*job shadow schedule (white) DODGEVILLE<br>*questions for students to ask (pink)<br>*Thank you sample (light yellow)<br>*Thank you card (bright yellow)<br>*student evaluation (neon color)<br><br>*chaperone evaluation (purple)<br>*business evaluations (blue)<br>*chaperone schedules (white)<br>*chaperone cheat sheet (goldenrod)<br>*DMD team contact numbers (teal)<br>*bus schedules (white)<br>*envelopes<br>*Business certificates | folders/pencils provided by SWTC<br><br>*Day time schedule (green, 80 + 30)<br>BARNEVELD<br>*job shadow schedule (white) DODGEVILLE<br>*questions for students to ask (pink, 80 + 30)<br>BENTON<br>*Thank you sample (light yellow, 80) BLACK HAWK<br>*Thank you card (bright yellow, 80) DARLINGTON<br>*student evaluation (neon color, 80) HIGHLAND<br><br>*chaperone evaluation (purple, 30)<br>SHULLSBURG<br>*business evaluations (blue, 50) Pecatonica<br>*chaperone schedules (white) DODGEVILLE |

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| *pencil (sharpened) or pen                                                                                                                                                                                                                                                                                                                                                                                  | *chaperone cheat sheet (goldenrod, 30)<br>MINERAL POINT<br>*DMD team contact numbers (teal, 30)<br>Brittany<br>*bus schedules (white) DODGEVILLE<br>*envelopes (50) DODGEVILLE<br>*Business certificates IOWA GRANT<br><br><b>(each school will be assigned a document and color of paper)</b> |
| <u>Signs:</u> Make sure signs are posted in busses/vans and hung on gym walls for transportation<br>-make additional school signs if needed<br>-Assign numbers to vans/busses in alphabetical order<br>-students put stickers or name tags to match the bus colors?<br>-make signs for presenters?                                                                                                          | <b>Number signs (2 each - one for church walls and one for busses/vans):</b><br><br><b>Put numbers on student labels or schedules</b>                                                                                                                                                          |
| <u>Labels</u> for students and chaperones                                                                                                                                                                                                                                                                                                                                                                   | ?                                                                                                                                                                                                                                                                                              |
| School assigned to cover all <u>DMD costs</u> and have each school reimburse them                                                                                                                                                                                                                                                                                                                           | Mineral Point                                                                                                                                                                                                                                                                                  |
| Emergency forms for students to put in chaperone folders??                                                                                                                                                                                                                                                                                                                                                  | <b>no - put place for medical/health concerns on business forms w/ emergency contact number</b>                                                                                                                                                                                                |
| DVR provide envelopes or postage??                                                                                                                                                                                                                                                                                                                                                                          | <b>Cynthia</b>                                                                                                                                                                                                                                                                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                |
| <u>Set up for event day:</u><br>*round tables with chairs (when finished single stack chairs along wall and put tables in storage) Leave up until student thank you's are written<br>*check in table by gym entry door<br>*2 long tables for food on the left of stage<br>*Table for presenters/rows of student chairs<br>** Cross off absent students ASAP before busses depart and announce to chaperones |                                                                                                                                                                                                                                                                                                |

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| <u>Check in sheet</u> for<br>students/chaperones/guests<br>**Have master list of<br>businesses/contacts/student shadows at<br>table   |                                                                          |
| <u>Stay at check in table</u><br>*check in students/chaperones/guests<br>*make calls to businesses that will not have<br>any students | Lisa, Brittany                                                           |
| Chaperone training at beginning of DMD<br>(do in Kidzone or extra room)<br>Review absent students**                                   | Justin                                                                   |
|                                                                                                                                       |                                                                          |
| Thank you certificates and notes for<br>businesses                                                                                    | Students choose one business to write a<br>thank you to (teacher guided) |
| DMD expense totals - handled by school that<br>will be reimbursed (split cost of church, food,<br>t-shirts, misc. expenses)           |                                                                          |