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|  | January | | February | | March | | April | |
| ***Team X*** | ***Schools*** | ***Team X*** | ***Schools*** | ***Team X*** | ***Schools*** | ***Team X*** | ***Schools*** |
| Outreach | * Info Session Prep materials available * Mass mailing to prospective families * Ambassador meeting – parent leader recruitment efforts * CBO/day care tabling & presentations * Communication to waitlisted families | * Canvassing Days (opt.) w/ families and NS * Letter home to current families | * CBO/day care tabling & presentations * Communication to waitlisted families * Coordinate outreach events | * Info Sessions * Canvassing Days (opt.) w/ families and NS * Referral program | * Mass mailing to prospective families * CBO/day care tabling & presentations * Communication to waitlisted families * Coordinate outreach events * (If needed) add’l targeted outreach for schools not at goal | * Info Sessions * Canvassing Days (opt.) w/ families and NS * Referral program * Reminder letter home to current families | * (If needed) targeted outreach for schools not at goal | * Parent panels @ orientations |
| Operations | * SR hub is live on MM * 1/30 Host SR kick off meeting * Progress-to-goal tracker released * SM enhancements/   Troubleshooting   * Upload Common apps to SM | * Confirm SR goals * Verify applicant preferences in SM | * Weekly updates to progress-to-goal tracker * SM enhancements/   Troubleshooting   * Upload Common apps to SM | * Verify applicant preferences in SM | * Finalize SM integration with IC * Weekly updates to progress-to-goal tracker * SM enhancements/   Troubleshooting   * Upload Common apps to SM | * Verify applicant preferences in SM | * Final SM app clean up | * **4/3** Input final paper applications |
| Lottery |  |  | * Prepare “lottery results” communication templates |  | * Host lottery/post-lottery training * Create SM registration doc templates * Finalize SM enrollment tracker * Coordinate lottery day of logistics | * Confirm # of lottery seats to pull * Confirm orientation dates * Indicate what registration docs are needed | * **4/1** Lottery Applications due * **4/8** Lottery takes place * Send lottery results to schools * Volunteers call lottery winners * Track initial accept/declines in SM * “Lottery results” mass mailing to families | * Track accept/declines in SM * Collect + input registration docs in SM * Robo call follow up to lottery winners |