|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 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
 |