


## Appendix E

# January 2008

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 • Contact someone to build CASA website	3	4	5
	7	8 • Set up “MySpace” & “Face Book” Accounts.	9	10 • Research available advertising sources &	11	12
	14	15	16 • Appoint someone to create a monthly newsletter. • Enact new requirements for board members.	17	18 • Brainstorm about ways to keep & retain volunteers	19

	21 • Compile names & addresses for monthly newsletter	22	23	24	25	26
	28	29	30	31		


# February 2008

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
	 <p>4 • Continue compiling names &amp; addresses for monthly</p>	5	6 • Brainstorm about how to reduce reliance on	7	8 • CASA volunteer advocate training session	9 • CA volunteer advocate training session
	11	12	13 • Allocate monies for monthly newsletter for the entire	14	15 • CASA volunteer advocate training session	16 • CA volunteer advocate training session
	18	19 • Meet with person about CASA website.	20	21	22 • CASA volunteer advocate training session	23 • C volunteer advocate training session
	25	26	27 • Brainstorm about events to thank volunteers	28	29	

# March 2008

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
	3 • 1 <sup>st</sup> publication of monthly newsletter	4	5	6	7	8
	10	11 • Continue to meet with person about	12	13	14	15
	17	18	19 • Select a strategic plan review committee	20	21	22
	24	25	26	27	28 • Have a small event for volunteers	29
	31					

# April 2008


DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
	7 • 2 <sup>nd</sup> publication of monthly newsletter to go out	8	9	10	11	12
	14	15 • Final approval of CASA website.	16 • CASA board meeting. • Approval of the % of monies	17	18	19
	21	22 • Trail run of CASA website.	23	24	25	26
	28	29	30			

# May 2008


DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 • CASA website up & fully functioning.	3
	5 • 3 <sup>rd</sup> publication of monthly newsletter.	6	7	8	9	10
	12	13	14 • Contact volunteers about having a retreat for them.	15	16	17
	19	20	21 • CASA board meeting.	22	23	24
	26	27	28	29	30	31




# June 2008

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	2 • 4 <sup>th</sup> publication of monthly newsletter.	3	4 • Search for an underwriter for annual Ladies Golf	5	6 • Send out score cards.	7
	9	10	11	12	13	14
	16	17	18 • CASA board meeting.	19	20 • Receive score cards back.	21
	23	24 • Review committee should meet to discuss the findings	25	26	27	28
	30	 <b>CASA</b> Court Appointed Special <b>FOR CHILDREN</b>				

# July 2008

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
	7 • 5 <sup>th</sup> publication of monthly newsletter.	8	9	10	11	12 • Volunte retreat.
	14	15	16 • Base don score cards received make any	17	18	19
	21	22	23	24	25	26
	28	29	30	31		


# August 2008

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
						
	4 • 6 <sup>th</sup> publication of monthly newsletter to	5	6	7	8	9
	11	12	13 • Implement changes to the strategic	14	15	16 • A Ladies Tournam
	18	19	20 • CASA board meeting.	21	22	23
	25	26	27	28	29	30


# September 2008

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
	8 • 7 <sup>th</sup> publication of monthly newsletter to go out	9	10 • Brainstorm about ways to improve CASA's	11	12	13
	15	16	17 • CASA board meeting.	18	19 • Begin contacting "twenty- somethings" for potential	20
	22	23	24	25	26	27 • All CASA picnic to thank volunte
	29	30				

# October 2008

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
						
	6 • 8 <sup>th</sup> publication of monthly newsletter to go out	7	8 • Talk to “twenty-something” individuals about	9	10 • CASA volunteer advocate training session	11 • CA volunteer advocate training session
	13	14	15 • CASA board meeting.	16	17 • CASA volunteer advocate training session	18 • C. volunteer advocate training session
	20	21	22	23	24 • CASA volunteer advocate training session	25 • C. volunteer advocate training session
	27	28	29	30	31	

# November 2008

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
						
	3 • 9 <sup>th</sup> publication of monthly newsletter	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19 • CASA board meeting. Discuss	20	21	22
	24	25	26	27 • CASA's annual Holiday Dinner	28	29

# December 2008

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 • 10 <sup>th</sup> publication of monthly newsletter to go out	2	3	4	5 • Send out score cards.	6
	8	9	10 • Calculate the % of added volunteers as opposed	11	12	13
	15	16	17 • CASA board meeting.	18	19 • Receive score cards back.	20
	22	23 • Meeting to discuss the findings of the score cards	24 • Election of new members to the CASA board	25	26	27
	29	30	31	