

## Light the Way

### Example Timeline

#### March 2021

- Begin reaching out to local organizations to negotiate cost and dates for day trips
- Contact Parks & Rec to determine when we can utilize the gym and any special classes
- Contact Visitor's Center to reserve transportation

#### April 2021

- Begin working with Parks & Rec to apply for the Summer Food Program
- Collaborate with Marketing Coordinator to develop marketing materials for the program
- Confirm all trips and prices with local organizations
- Create weekly schedule for the summer trips
- Begin creating permission form for students
- Schedule neighborhood canvassing to market program to families in the areas surrounding our library

#### May 2021

- Confirm schedule of events for program
- Meet with school principals to discuss the program
- Coordinate with Public School's Community Relations department to advertise program

#### June 2021

- Conduct neighborhood canvassing within the first two weeks of the month
- Start program on 6/28 (runs for 8 weeks)
- Submit Progress Report by 6/30

#### July 2021

- Continue with one trip per week through the month
- Collect anecdotal data about the success of the program

#### August 2021

- Implement program through 8/16
- Collect anecdotal data about the success of the program
- Debrief feedback from partnering organizations
- Analyze data collected