

Technology Chair

- Monthly items:
 - Check Email regularly for any items that are yours and categorize them appropriately
 - Make any changes to the Timeline that is needed
 - Check in on your parents that are signed up each Month.
 - Post on Social Media sites – Facebook, Instagram, and Website.
 - Attend the Monthly board meeting and give an update
 - Update on progress
- June
 - OFF
- July
 - Like & Follow Social Media Pages and make sure you are added as Page/Admin
 - Make sure you get all passwords to online Profiles
 - Website
 - Email
 - lovelandtenderyears@gmail.com
 - get password from Director
 - Take some time to update the webpage (Director usually does this)
 - Refresh pictures
 - Refresh Teachers profiles
 - Make the switch to new students on the rally page
 - Make a “4th of July” post * director may have done*
 - Schedule Chipotle November fundraiser.
- August
 - Make and introduction page on SM for yourself
 - Attend set up (Check calendar)
 - Make a “Open house” Post
 - Make a “Back to school” Post
 - Attend both Orientations (Check Calendar)
 - Familiarize yourself with Cheers Spreadsheet on TY Google Drive
- September
 - Make a “welcome to school post”
 - Make a post of the “New Room photos” ** Take at Set up**
 - Post about the Spaghetti Dinner in October (See calendar for details)
 - Send Email/ Letter to all last years sponsors to see if they would like to donate again
- October
 - Make a post of the “New Room photos” **Check Dramatic play schedule**
 - Make a “Mandatory Parent Google form update post”
 - Check in with any parents who have signed up for duties “see class sign up sheet”
 - Follow up with Email/ Letter to all last years sponsors to see if they would like to donate again
 - Make a “Save the Date” post for Bike rally
 - Post about the Trunk or Treat.
 - Make a ‘Happy Halloween post”
- November
 - Make a post of the “New Room photos” **Check Dramatic play schedule**
 - Check in with any parents who have signed up for duties “see class sign up sheet”

- o Help Collect any online donations
- o Follow up with Email/ Letter to all last years sponsors to see if they would like to donate again
- o Make a "Happy fall post"
- o Set up post for giving tree, send update on main txt
- o Post about the Chipotle monthly fundraiser.
- o Make a " Fall break post"
- December
 - o Make a post of the "New Room photos" **Check Dramatic play schedule**
 - o Help follow up & Collect any online donations
 - o Check in with any parents who have signed up for duties "see class sign up sheet"
 - o Make a "Snow Policy" post
 - o Attend Winter Clean ** Saturday after Winter Break**
 - o Make a "Winter Break" post
 - o Make a "Happy Holidays " post
- January
 - o Make a post of the "New Room photos" **Check Dramatic play schedule**
 - o Make a "Welcome Back to school" post
 - o Help follow up & Collect any online donations
 - o Check in with any parents who have signed up for duties "see class sign up sheet"
 - o Make a "Mandatory Parent Meeting Form post"
 - o Attend Registration
 - o Make a " Now Enrolling post"
 - Set up 2 Boost post on Facebook
 - o Start Marketing online for the fundraiser
 - o Change website over from old students to new ones and update info on pages **Check with director on info**
 - o Make a "save the date" post again
- February
 - o Make a post of the "New Room photos" **Check Dramatic play schedule**
 - o Make a "Valentine's Day" post
 - o Change website over from old students to new ones and update info on pages **Check with director on info**
 - o Help follow up & Collect any online donations
 - o Check in with any parents who have signed up for duties "see class sign up sheet"
 - o Post the updates given on social Media sites.
- March
 - o Make a post of the "New Room photos" **Check Dramatic play schedule**
 - o Post about the Fundraiser.
 - o Help follow up & Collect any online donations
 - o Check in with any parents who have signed up for duties "see class sign up sheet"
 - o Make a post about "Start preparing baskets at Spring Clean"
 - o Students pages on website should be final by 3/15
 - o Make a "St Patrick's Day" post
 - o Attend Spring ** Saturday after Spring Break**
- April
 - o Make a post of the "New Room photos" **Check Dramatic play schedule**

- o Check in with any parents who have signed up for duties “see class sign up sheet”
- o Make a “Welcome to Spring” Post
- o Help E&M pick up any last minute donations
- o Post about the Fundraiser.
- o 3-4 weeks before the event
 - Go over final items for the fundraiser
- o 2-3 weeks before the event
 - Make sure the links are live and posted on social media:
 - Donation site
 - Split the pot
 - Silent auction
- o 1 week before the event
 - Post a countdown each day before the event with a total number raised.
- o Friday Day Before the event
 - Make a “Final day/reminder” post
 - 5:30 pm Come to school to help set up for the event (see calendar for date)
- o Day of the event
 - Post a “timeline of events”
 - Set up silent auction/ activities
 - HAVE FUN!!!
- May
 - o Make a post of the “New Room photos” **Check Dramatic play schedule**
 - o Schedule Chipotle November fundraiser.
 - o Make a “Graduation’s post”
 - o Make a “End of the Year picnic” post
 - o Make a “Have a good Summer” post
 - o Make a “Summer flyer/ Popsicles on the Playground” post
 - o Attend End of the Year picnic
 - o Organize timeline for final board meeting after picnic