



# I KNOW I CAN

## COORDINATOR CHECKLIST

Visit: [www.acpe.alaska.gov/IKnowICan](http://www.acpe.alaska.gov/IKnowICan)

**Program Coordinator:** Shelly Morgan: 907-269-7972; [shelly.morgan@alaska.gov](mailto:shelly.morgan@alaska.gov)  
**Program Dates:** preferred dates are early-mid November

Activity:	Optional	When:
Contact schools about participation, talk with teachers, and secure main contact person at each school. Provide to teachers: Online Application Link & Tips for Teachers.		Aug. 15-31
School Applications due from schools to ACPE for ordering books and postcards.		Sept. 15
Recruit volunteers		Sept. 1- Oct. 31
Provide to teachers: Address Forms. <a href="http://www.acpe.alaska.gov/IKnowICan">www.acpe.alaska.gov/IKnowICan</a>	Optional	Oct. 1
Collect Address Labels from teachers; Pre-label postcards prior to event		1 week before the event
Orientation for volunteers (5-minute Online Training Video and Volunteer Tips provide a helpful overview)		Late October
Send email to teachers and volunteers to introduce each other (include contact information, location/directions to school sites, dates and times).	Optional	1 week before the event
Distribute media release to local press (template available online)	Optional	2 days before the event
Send reminder email to volunteers with school site, directions, dates, and times	Optional	1 day before the event
Review with volunteers, prior to bringing books and postcards into the classroom. (Please ask teachers & volunteers to complete online evaluations.)		Day of the event
Bundle postcards by class and return to ACPE. (Confirm all postcards have legible addresses prior to mailing to ACPE.)		At the conclusion of the program
Send 'Thank You' emails to teachers and volunteers (include link to online evals; and complete Coordinator Eval.)		Within 1 week of event
Submit postcards to ACPE. (coordinator, teacher, volunteer)		2 weeks after the event