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| Leader: MarcTeam: Heidi, Justin, Akbar, Carolyn (SR= Lauren/Kathryn) | Initiative: Service/Impact Committee Due Date: 10/21/2016 | Last Review: This Review: | **SI** |
| **Objective:**To connect alumni through service-related initiatives and opportunities.--------------------------**Key Deliverables:**1. Service Summit2. Service/Impact Data Collection and Recognition--------------------------**Costs:** | Action Steps | Today’s Status | Due Date | Cost? | Accountable |
| 1. SERVICE SUMMIT: Finalize location, date, size, and scope.
 |  | Q4, 2016 |  | Justin (Marc) |
| 1. SERVICE SUMMIT: Choose a theme.
 |  | Q4, 2016 |  |  |
| 1. SERVICE SUMMIT: Send an email to Denver Scholars letting them know we’re coming to their city and asking if they want to be involved and if they have any useful connections.
 |  | Q4, 2016 |  |  |
| 1. SERVICE SUMMIT: Research hotels in Denver.
 |  | Q4, 2016 |  |  |
| 1. SERVICE SUMMIT: Create a menu of potential speakers, sorted by tiers.
 |  | Q4, 2016 |  | Marc (Michaella) |
| 1. SERVICE SUMMIT: Create a dream agenda.
 |  | Q1, 2017 |  |  |
| 1. SERVICE SUMMIT: Send a Save the Date to alumni.
 |  | Q1, 2017 |  |  |
| 1. METRICS: Develop quantitative goals for key deliverables.
 |  | Q4, 2016 |  | Akbar |
| 1. METRICS: Determine sample size goal.
 |  | Q4, 2016 |  |  |
| 1. SERVICE SUMMIT: Identify hotel and sign a contact booking space.
 |  | Q1, 2017 |  |  |
| 1. SERVICE SUMMIT: Identify local Scholars and their connections in Service Summit city.
 |  | Q1, 2017 |  | Marc (Justin) |
| 1. METRICS: Develop data inputs and method of collection.
 |  | Q1, 2017 |  |  |
| 1. METRICS: Collect data through multiple asks in multiple ways.
 |  | Q1 & Q2, 2017 |  |  |
|  | 1. METRICS: Develop an approach to collect impact data, both qualitative and quantitative.
 |  | Q2, 2017 |  | Akbar |