



## **EXAMPLE**:

List of Tasks for:  School Hunger Awareness Day  (These aren't all the tasks that would be needed. What about copying the materials? What about advertising?)	Who is responsible and who will work with them	Mon. 3 <sup>rd</sup>	Tues. 4 <sup>th</sup>	Thurs. 6 <sup>th</sup>	Mon. 10 <sup>th</sup>	Weds 12 <sup>th</sup> – The Day!
Work with school leadership to schedule the table in the main hallway from 7:30 to 2:00 on Wednesday the 12 <sup>th</sup> .	Teacher and two team members	Meet with school leaders				
2. Using all our research, plan a quiz, 3 handouts, and 2 volunteer sign-ups for the table.	Ravi, plus two team members	Plan	Get team consens us	Make materials	Make materials	
3. Work with the team to make a schedule for setting up and staffing the table all day.	Eben plus one team member			Plan	Get team consens us	

## YOUR WORK:

List of Tasks for:	Who is responsible and who will work with them	Dates:			