

FY 2010-2011 Workplan for Kristen Hagstrom, Deputy Director

Program	Core Tasks	July 1- Sept 30	Oct 1- Dec 31	Jan 1- Mar 31	April 1- June 30
<p>1:Neighborhood Services</p>	<p>NA Support Team (mtgs 3<sup>rd</sup> Wed): lead mtgs w/ NA staff- discuss successes &amp; what's working with each NA, strategize ways to respond to issues &amp; provide support to improve the health of each NA board</p>	<p>* Monthly: create mtg agenda with core topics to be discussed, assist with development of monthly email &amp; do focused trainings with staff as needed</p> <hr/> <p>*July: train staff on how to assist NAs with annual reports to the Secretary of State &amp; Department of Justice</p> <hr/> <p>*July-Aug: work with Bythe on creating a proposal for NAs to submit for communications funds</p> <hr/> <p>*Aug: review each NA's bylaws to determine what needs to be updated to comply with Standards &amp; which language needs clarification</p> <hr/> <p>*Sept 15: provide staff with inventory of NA bylaws updates &amp; train on bylaws updates</p> <hr/> <p>*Late Sept: attend NA Social event</p>	<p>* Monthly: create mtg agenda with core topics to be discussed, assist with development of monthly email &amp; do focused trainings with staff as needed</p> <hr/> <p>*Oct: compile all mtg assessment sheets into an overall spreadsheet</p> <hr/> <p>*Oct 20: lead staff through annual internal assessment of coalition NAs to determine staff priorities for the year</p>	<p>* Monthly: create mtg agenda with core topics to be discussed, assist with development of monthly email &amp; do focused trainings with staff as needed</p>	<p>* Monthly: create mtg agenda with core topics to be discussed, assist with development of monthly email &amp; do focused trainings with staff as needed</p> <hr/> <p>*April-May: assist with elections &amp; process to collect new board member contact information</p> <hr/> <p>*June: work w/ Blythe to develop contract for NAs to ensure that we receive all required docs (minutes, agendas, etc) prior to FY 2011-2012 communications \$</p> <hr/> <p>*April: participate in Ave of Roses Parade &amp; Earth Day events</p>

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<p><b>Trainings &amp; Resource Development:</b> assist with development of trainings and resources to help build the skill set of our coalition neighborhood leaders</p>	<p>*Ongoing: help to develop officer packets and skill building resources as needed</p> <hr/> <p>*Monthly: attend Citywide Leadership Training mtgs &amp; help to develop curriculum for core citywide trainings</p> <hr/> <p>* July: develop new board orientation template to be used by each coalition citywide</p> <hr/> <p>*Aug: develop outreach materials for orientation</p> <hr/> <p>*Aug- Sept: Fine tune board orientation &amp; make sure everyone is comfortable presenting parts of the training. Handle RSVPs, get refreshments, prepare handouts, etc.</p> <hr/> <p>*Sept 23: host citywide board orientation. Board support to recruit participants.</p>	<p>*Ongoing: help to develop officer packets and skill building resources as needed</p> <hr/> <p>*Monthly: attend Citywide Leadership Training mtgs &amp; help to develop curriculum for core citywide trainings. Get input from board about training priorities to guide work for the next year.</p>	<p>*Ongoing: help to develop officer packets and skill building resources as needed</p> <hr/> <p>*Monthly: attend Citywide Leadership Training mtgs &amp; help to develop curriculum for core citywide trainings</p>	<p>*Ongoing: help to develop officer packets and skill building resources as needed</p> <hr/> <p>*Monthly: attend Citywide Leadership Training mtgs &amp; help to develop curriculum for core citywide trainings</p> <hr/> <p>*June: assist with SWNI's board orientation in June</p> <hr/> <p>*May-June: assist with updating resources for all board annual mailing</p>

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<p>2:Staff/ Organizational Administration</p>	<p>Staff Support</p>	<p>*Biweekly: check-in with each staff member (Leah, Tim, Blythe &amp; Louisa) to discuss workload for the previous and upcoming week- strategize &amp; provide assistance as needed</p> <hr/> <p>* July: assist staff with development of work plans for July 2010- June 2011</p> <hr/> <p>*July: help with planning for staff retreat</p>	<p>*Biweekly: check-in with each staff member (Leah, Tim, Blythe &amp; Louisa) to discuss workload for the previous and upcoming week- strategize &amp; provide assistance as needed</p> <hr/> <p>*Oct: check-in with each staff about progress with their work plans &amp; make adjustments as needed</p> <hr/> <p>*Dec: help with planning for staff retreat</p> <hr/> <p>*Dec: update general orientation process for new staff. Input from board about what information should be included in our new staff orientation binder re: board roles and responsibilities.</p>	<p>*Biweekly: check-in with each staff member (Leah, Tim, Blythe &amp; Louisa) to discuss workload for the previous and upcoming week- strategize &amp; provide assistance as needed</p> <hr/> <p>*Jan: check-in with each staff about progress with their work plans &amp; make adjustments as needed</p> <hr/> <p>*Jan: work with each staff member to create a binder specific to their job</p> <hr/> <p>*Feb: help with planning for staff retreat</p> <hr/> <p>*March: help with logistics &amp; participate in Open House event</p>	<p>*Biweekly: check-in with each staff member (Leah, Tim, Blythe &amp; Louisa) to discuss workload for the previous and upcoming week- strategize &amp; provide assistance as needed</p> <hr/> <p>*April: check-in with each staff about progress with their work plans &amp; make adjustments as needed</p> <hr/> <p>*June: assist with planning for staff retreat &amp; next year's work plan &amp; strategic directions</p>
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	<p>Insurance</p>	<p>*Ongoing: Handle all requests for insurance coverage for events &amp; banners as needed: all steps from working with event planner to complete application, submitting requests to our insurance broker and getting required certificates of insurance to event planner and other parties</p> <hr/> <p>*July: Update insurance records for each event or project that we're covering as well as blanket policies for various city bureaus</p>	<p>*Ongoing: Handle all requests for insurance coverage for events &amp; banners as needed: all steps from working with event planner to complete application, submitting requests to our insurance broker and getting required certificates of insurance to event planner and other parties</p> <hr/>	<p>*Ongoing: Handle all requests for insurance coverage for events &amp; banners as needed: all steps from working with event planner to complete application, submitting requests to our insurance broker and getting required certificates of insurance to event planner and other parties</p> <hr/>	<p>*Ongoing: Handle all requests for insurance coverage for events &amp; banners as needed: all steps from working with event planner to complete application, submitting requests to our insurance broker and getting required certificates of insurance to event planner and other parties</p> <hr/>
	<p>ONI Tasks</p>	<p>*July: oversee updates for the ONI Directory</p> <hr/> <p>*July: compile staff narrative &amp; data into ONI Quarterly report</p> <hr/> <p>* Aug: create instructions &amp; work with staff on new ONI performance measures tracking process</p> <hr/> <p>*Sept: oversee updates for Oct ONI Directory</p>	<p>*Oct: compile staff narrative &amp; data ONI Quarterly report</p> <hr/> <p>*Dec: oversee updates for the Jan ONI Directory</p> <hr/>	<p>*March: oversee updates for the April ONI Directory</p> <hr/> <p>*April: compile staff narrative &amp; data ONI Quarterly report</p>	<p>*May-Oversee updates for the July ONI Directory</p> <hr/> <p>*June: compile staff narrative &amp; data ONI Quarterly report</p>

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3: Grant Program Management	<p><b>Neighborhood Small Grants</b></p> <p>Annual grant process funded by ONI and administered by each coalition. Timeline- Applications available Aug- Deadline to submit Nov 1- funds available &amp; grant winners announced Jan- funds expended &amp; reports submitted to ONI by Dec 31</p>	<p>* Ongoing: check-in with projects periodically- include announcements for events &amp; activities in SE Update &amp; on website</p> <hr/> <p>* Aug: create new 2011 grant application- with preferred use of funds and new requirements that we may determine</p> <hr/> <p>*Last week in Aug: send out email &amp; post web announcement for grant program</p> <hr/> <p>* Sept: recruit volunteers for the grant selection committee. <b>Two SE Uplift board members needed on committee.</b></p> <hr/> <p>*Sept: new scoring sheet for 2011 grants</p> <hr/> <p>Ongoing: provide technical assistance to applicants</p>	<p>*Sept-Nov 1: provide technical assistance &amp; discuss project ideas with applicants as needed</p> <hr/> <p>*Oct- Host orientation</p> <hr/> <p>*Oct: create binders, adding applications &amp; scoring sheets</p> <hr/> <p>Nov 1: deadline for applications</p> <hr/> <p>*1<sup>st</sup> week in Nov: host grant committee mtg to explain program, review process &amp; answer questions- review process begins</p> <hr/> <p>*1<sup>st</sup> week in Dec: host committee mtg to select projects to recommend for funding in 2011</p> <hr/> <p>*Dec 31: Ensure all 2010 grant final reporting docs are received- submit to ONI</p>	<p><b>*Jan 3- present committee recommendations to SE Uplift Board for approval of 2011 grants</b></p> <hr/> <p>*Jan- send out letters to all applicants-host orientation celebration for all winners to share information about projects, review grant process for the year &amp; sign off on contracts</p> <hr/> <p>*Jan-send an invoice to ONI requesting funds &amp; spreadsheet of all applications submitted, highlighting winning proposals and amounts funded for 2011 grant cycle</p>	<p>* Ongoing: check-in with projects periodically - include announcements for events &amp; activities in SE Update &amp; on website</p>

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<p><b>Graffiti Abatement Community Grant Program</b></p> <p>One-year grant process funded by ONI and administered by each coalition. Timeline- Applications available June- Deadline to submit Aug 2- funds available &amp; grant winners announced by Sept 2010- funds expended &amp; reports submitted to by Sept 1, 2011.</p>	<p>*July: announce grant program- send out email &amp; post on website- provide technical assistance &amp; answer applicants' questions</p> <hr/> <p>*July: recruit selection committee members &amp; create scoring sheet</p> <hr/> <p>*Aug 2: Create binders, adding applications &amp; scoring sheets- give to committee members</p> <hr/> <p>*Aug 12- committee mtg to make funding recommendations</p> <hr/> <p>*Aug 16- present recommendations to Exec Committee for approval. Submit memo to board Sept.</p> <hr/> <p>*Aug: Send letters &amp; meet with grantees to review grant process, sign contracts.</p> <hr/> <p>*Send spreadsheet to ONI outlining project specifics</p>	<p>*Ongoing: process reimbursements requests for all fiscal sponsorship projects</p> <hr/> <p>* Ongoing: check-in with projects periodically to see how they're doing- include announcements for events &amp; activities in SE Update and on our website</p>	<p>*Ongoing: process reimbursements requests for all fiscal sponsorship projects</p> <hr/> <p>* Ongoing: check-in with projects periodically to see how they're doing- include announcements for events &amp; activities in SE Update and on our website</p>	<p>*Ongoing: process reimbursements requests for all fiscal sponsorship projects</p> <hr/> <p>* Ongoing: check-in with projects periodically to see how they're doing- include announcements for events &amp; activities in SE Update and on our website</p>

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<p>4:Fiscal Sponsorship</p>	<p>Refine internal process for fiscal sponsorship services at SE Uplift.</p> <p>Meet with all existing projects to formalize relationship and determine process moving forward.</p> <p>Meet with all new projects to ensure that all processes are clearly understood and that our relationship is formalized.</p>	<p>*July- fine tune fiscal sponsorship program, creating new processes and forms both for SE Uplift and our projects</p> <hr/> <p>*July- Review annual report/ extension forms for projects</p> <hr/> <p>*Ongoing: meet with people interested in pursuing fiscal sponsorship- discuss process, review application, meet with approved projects, explain &amp; sign-off on mutually agreed upon Fiscal Sponsorship Agreement for a 1-year term</p> <hr/> <p>*Assist Louisa with quarterly reports for all FS projects</p> <hr/> <p>*Assist with development of possible new fiscal sponsorship services to NAs-work with board.</p>	<p>*Ongoing: meet with people interested in pursuing fiscal sponsorship- discuss process, review application, meet with approved projects, explain &amp; sign-off on mutually agreed upon Fiscal Sponsorship Agreement for a 1-year term</p> <hr/> <p>*Ongoing: Process reimbursement requests, review grant applications and provide assistance as needed</p> <hr/> <p>*Assist Louisa with quarterly reports for all FS projects</p>	<p>*Ongoing: meet with people interested in pursuing fiscal sponsorship- discuss process, review application, meet with approved projects, explain &amp; sign-off on mutually agreed upon Fiscal Sponsorship Agreement for a 1-year term</p> <hr/> <p>*Ongoing: Process reimbursement requests, review grant applications and provide assistance as needed</p> <hr/> <p>*Assist Louisa with quarterly reports for all FS projects</p>	<p>*Ongoing: meet with people interested in pursuing fiscal sponsorship- discuss process, review application, meet with approved projects, explain &amp; sign-off on mutually agreed upon Fiscal Sponsorship Agreement for a 1-year term</p> <hr/> <p>*Ongoing: Process reimbursement requests, review grant applications and provide assistance as needed</p> <hr/> <p>*Assist Louisa with quarterly reports for all FS projects</p>

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5: Internship Program	Develop a structured internship program at SE Uplift to ensure that we use interns for important projects that will expand our capacity and that will also be beneficial and educational opportunities for students.	<p>*Brainstorm &amp; prioritize internship possibilities with staff for the upcoming year. <u>Get input from the board &amp; NAs and possible intern projects.</u></p> <p>Talk to ONI's intern with PSU to find out which relationships have been developed for the coalitions.</p>	<p>Oct: create job descriptions and post internship opportunities in appropriate places</p> <hr/> <p>*Respond to inquiries &amp; schedule interview with staff supervisor</p> <hr/> <p>*Assist staff supervisor with development on intern's workplan</p> <hr/> <p>*Supervise as needed and ensure that all school requirements are met- letters written, etc,</p>	Ongoing: recruitment as needed based on staff need	Ongoing: recruitment as needed based on staff need

6. Volunteer Management	Create a Volunteer Management program at SE Uplift to recognize and celebrate our volunteers		<p><u>Develop process to appreciate volunteers throughout the year. For example an ongoing nomination process for volunteer of quarter, NA of month, etc. Get input from the board &amp; perhaps form a committee to review nominations.</u></p> <p>Work with Blythe on ways to highlight success stories in SE Update &amp; on website.</p>	Feb-March: Plan bowling volunteer appreciation event with Tim.	<p>April: Volunteer Appreciation Bowling event (coordinate with volunteer appreciation week). <u>Board attendance at event.</u></p> <hr/> <p>* Create toolkits for NAs to better recruit, retain &amp; appreciate their neighborhood volunteers.</p>
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