



2010 Spring For SIDS

Check-Off List for Captains

Check	Task	Your Comments	Completion Date
<input type="checkbox"/> 1	<i>SFS (Spring-for-SIDS)</i> Planning Packet downloaded from www.springforsids.org		
<input type="checkbox"/> 2	Co-captains chosen.		
<input type="checkbox"/> 3	Administration letter provided to management.		
<input type="checkbox"/> 4	Management approval obtained and submitted to ASI (American SIDS Institute)		
<input type="checkbox"/> 5	<i>SFS</i> steering committee confirmed.		
<input type="checkbox"/> 6	On-line submission of participant's form at www.springforsids.org		
<input type="checkbox"/> 7	<i>SFS</i> steering committee first meeting convened.		
<input type="checkbox"/> 8	<i>SFS</i> events planned and outlined.		
<input type="checkbox"/> 9	Announcement prepared (from <i>Sample Announcement</i>) and distributed to employees and/or other potential participants.		
<input type="checkbox"/> 10	Company poster prepared (from <i>Sample Poster</i>) and displayed.		
<input type="checkbox"/> 11	News Release developed (from <i>Sample News Release</i>) and provided to local media.		
<input type="checkbox"/> 12	Follow-up with local news media.		
<input type="checkbox"/> 13	<i>SFS</i> Implementation Packet received from ASI.		
<input type="checkbox"/> 14	Emailed ASI to confirm receipt of packet. (springforsids@sids.org)	Within 2 days of receipt of packet	
<input type="checkbox"/> 15	Reminders sent (by email or mail) to employees about <i>SFS</i> Day.		
<input type="checkbox"/> 16	<i>SFS</i> promotional events held.		
<input type="checkbox"/> 17	<i>SFS</i> stickers sold.		
<input type="checkbox"/> 18	Other donations solicited.		
<input type="checkbox"/> 19	<i>SFS</i> Day celebrated.	April 23	
<input type="checkbox"/> 20	Money and Stickers counted and reconciled and cash exchanged for money order.		
<input type="checkbox"/> 21	Reconciliation sheet completed and signed by both Captains.		
<input type="checkbox"/> 22	Copies made of checks and money orders and reconciliation sheet to be kept by captains.		
<input type="checkbox"/> 23	Reconciliation packet with checks and money orders mailed to ASI with method of tracking in case of loss.	April 28	
<input type="checkbox"/> 24	Email received from ASI confirming receipt of money and reconciliation packet.	Within 1 week of receipt by ASI	
<input type="checkbox"/> 25	Company match (of money raised) solicited.		
<input type="checkbox"/> 26	Captains mailed or emailed participants thanking them and summarizing the success of the local <i>SFS</i> campaign.	May 1	