

MEDIUM TIER - OPERATING CALENDAR AND TIMELINE

Month 1	Month 2	Month 3
<ul style="list-style-type: none"> • Create or refine curriculum for the girls' grantmaking program. • Determine number of meetings needed to achieve program goals. • Check School and Religious Calendars for conflicts before establishing meeting dates. • Establish a comprehensive meeting calendar for girls as well as staff and volunteers • Determine attendance policy and optimum size of the group in advance • Contact former girls interested in returning. • Deadline for returning girls to confirm participation. • Develop or update Application for new girls with meeting calendar • Application for new applicants only posted on the website with promotional information • Distribute application through other forms of communication (ie: Constant Contact) • Promote Girls Grantmaking program in local print media and social media • Establish a Selection Committee responsible for interviewing and selecting new candidates. • Establish or update guidelines and metrics for evaluation of new candidates. • Establish or refine interview questions 	<ul style="list-style-type: none"> • Continued promotion of program and application as well as outreach to school guidance counselors • Create or update all necessary forms for program participants (ie: emergency medical, media release, permissions forms etc.) • Application deadline for new applicants • Review and process all applications • Conduct phone interviews with all applicants as pre-screening measure • Distribute interview questions, metrics and rubrics to Selection Committee • Arrange for in person interviews with 2-3 members of the Selection Committee • Selection Committee meeting to determine final acceptance of new applicants • Contact with the all applicants via e-mail and letter informing girls of final decisions. • Girls Grantmaking Planning Committee meeting • Final curriculum editions • Girls Materials – Review and update all materials • Paper materials in Binders • Create girls grantmaking website with dates locations and materials as an alternative to paper • Call all parents before Parent Orientation • Agenda for Parent Orientation & Mentor Meeting 	<ul style="list-style-type: none"> • Mentor Meeting • Parent and Girls Orientation Meeting • Prior to all girls' meetings Program Coordinator confirms all details: <ul style="list-style-type: none"> ○ venue ○ food & drink ○ agenda & materials ○ transportation issues ○ volunteer supervision ○ guest speakers if applicable • Girls Meeting 1 • Girls Meeting 2 –Priorities & Guidelines • Girls Meeting 3 - Finalize Request for Proposal • Program Coordinator determines organizations to receive Request for Proposal
Month 4	Month 5	Month 6
<ul style="list-style-type: none"> • Request for Proposals sent to agencies • Girls Grantmaking Planning Comm. Meeting • Girls Meeting 4 • Grant Proposal submission deadline • Proposals printed or uploaded to Web-site • Girls review applications 	<ul style="list-style-type: none"> • Girls Meeting 6 – Proposal review, discussion and decision on which organizations to visit • Site Visits – Girls and Volunteers • Girls Meeting 6 – Final Funding Decisions • Girls Grantmaking program recommendations to the Board • Plan Wrap-Up Celebration – • Venue/speakers/presents 	<ul style="list-style-type: none"> • Grant notification to grantees • Rejection letters • Wrap-Up celebration and announcement of grants • Grant distribution • Girls Grants press release – • Update web-site and social media communication about girls'grants • Girls Grantmaking Planning Comm. Debrief Meeting