



# I KNOW I CAN

## COORDINATOR CHECKLIST

Visit: [www.acpe.alaska.gov/IKnowICan](http://www.acpe.alaska.gov/IKnowICan)

**Program Coordinator:** Shelly Morgan: 907-269-7972; [shelly.morgan@alaska.gov](mailto:shelly.morgan@alaska.gov)  
**Program Dates:** preferred dates are early-mid November

Activity:	Optional	When:
Contact schools about participation, talk with teachers, and secure main contact person at each school. Provide to teachers: Application & Tips for Teachers.		Aug. 15-31
School Applications due from schools to ACPE for ordering books and postcards.		Sept. 15
Recruit volunteers		Sept. 1- Oct. 31
Provide to teachers: Address Forms.	Optional	Oct. 1
Collect Address Forms from teachers; Pre-label postcards prior to event		1 week before the event
Orientation for volunteers (Volunteer packet and training provided by ACPE may be helpful overview for volunteers)		Late October
Send notifications to teachers and volunteers to introduce each other (include contact information, location/directions to school sites, dates and times).	Optional	1 week before the event
Distribute media release to local press (draft provided by ACPE)	Optional	2 days before the event
Send reminder email to volunteers with school site, directions, dates, and times	Optional	1 day before the event
Deliver books, postcards, and evaluations to teachers and volunteers. (Please ask them to fill out evaluations on the spot if possible.)		Day of the event
Collect the postcards and evaluations from teachers/volunteers. (Confirm all postcards have legible addresses prior to mailing to ACPE.)		At the conclusion of the program
Send 'Thank You' notes to teachers and volunteers	Optional	1 week after the event
Submit postcards and evaluations to ACPE. (coordinator, teacher, volunteer)		2 weeks after the event