



Spring-For-SIDS

Check-Off List for Captains

Check	Task	Your Comments	Completion Date
<input type="checkbox"/> 1	SFS (<i>Spring-for-SIDS</i>) Planning Packet downloaded from www.springforsids.org		
<input type="checkbox"/> 2	Co-captains chosen.		
<input type="checkbox"/> 3	Your SFS steering/planning committee confirmed.		
<input type="checkbox"/> 4	On-line sign-up at www.springforsids.org and the team page set up.		
<input type="checkbox"/> 5	SFS planning committee first meeting convened.		
<input type="checkbox"/> 6	SFS events planned and outlined.		
<input type="checkbox"/> 7	Announcement prepared (from <i>Sample Announcement</i>) and distributed to potential participants.		
<input type="checkbox"/> 8	SFS poster prepared (from <i>Sample Poster</i>) and displayed.		
<input type="checkbox"/> 9	News Release developed (from <i>Sample News Release</i>) and provided to local media.		
<input type="checkbox"/> 10	Follow-up with local news media.		
<input type="checkbox"/> 11	Host a Facebook Fundraiser and invite your Facebook friends to donate. (Instructions in team resources tab on SFS site).		
<input type="checkbox"/> 12	SFS Implementation Packet received from ASI. (Cards with Stickers)		
<input type="checkbox"/> 13	Emailed ASI to confirm receipt of packet. (SFS@sids.org)	Within 2 days of receipt of packet	
<input type="checkbox"/> 14	Reminders sent (by email or mail) to potential participants about SFS Day.		
<input type="checkbox"/> 15	SFS promotional events held.		
<input type="checkbox"/> 16	SFS cards/stickers provided to each donor		
<input type="checkbox"/> 17	Other donations solicited.		
<input type="checkbox"/> 18	SFS Day celebrated.		
<input type="checkbox"/> 19	Money and Stickers counted and reconciled and cash exchanged for money order.		
<input type="checkbox"/> 20	Reconciliation sheet completed and signed by both Captains.		
<input type="checkbox"/> 21	Copies made of checks and money orders and reconciliation sheet to be kept by captains.		
<input type="checkbox"/> 22	Reconciliation packet with checks and money orders mailed to ASI with method of tracking in case of loss.	Within 5 days of event	
<input type="checkbox"/> 23	Email received from ASI confirming receipt of money and reconciliation packet.	Within 1 week of receipt by ASI	
<input type="checkbox"/> 24	Company match (of money raised) solicited.		
<input type="checkbox"/> 25	Captains mailed or emailed participants thanking them and summarizing the success of the local SFS campaign.	Within 1 week of event	

ASI = American SIDS Institute