

TASK	WHO	BY WHEN?
Determine dates December 11-12, 2009	Committee	
Reserve Facility	Kay	Done
Set cut off dates for Referrals	Committee	Referrals: December 3 Toys; 12/1
Check Fund Balance	Janis	December 1, meeting
Determine Certificates *Recommend omit 2009	Committee	December 1, meeting
Drop off locations: Food: Curves, Library, City Hall, Schools, Home Savings Bank - Janis Deak's - Kay?	Food Committee Cummins, UPS, Cinema Café, Wal-Mart, St. Ann's-Nancy Skaalen, Nazareth, Sr. Center - Heather Co-op, Navitas- Christy	Monday, Nov. 16 Posters and bring letters to Oct mtg.
Money: all local Banks except Guaranty	Janis	Monday, Nov. 16
Boxes: Regular & tapers (no difference btwn sr & reg.)	Shipping ?????? ???????	Ongoing
Letter to businesses		Monday, October 12
Chamber labels		Monday, October 12
Referral Forms - mock up		October meeting
Referral Forms, distributed to: Rosewood, Head Start, Food Pantries, City Hall Green Spires, Sr. Center, Library, Pharmacies,		Monday, Nov. 16 Need to be ready for T-giving baskets at pantry
School Contacts	St. Ann's, Sand Hill-Nancy	ASAP
Martin Luther, Pumpkin Patch, H.School & River	Bluff- Janis	Fox Prairie, Kegonsa-Heather
Community Contacts (food pantry, girl and boy scouts) Key Club		
Letters to the Editor	Janis	End of October
Tower Times	Janis	Early December
Ad to the shopper		November 9 & 16
Letter to daycares for cards (Martin Luther & Pumpkin Patch?)		Saturday, November 7
Channel 12 Notice	Janis	Saturday, November 7
CCX Truck	Shipping	Saturday, October 24
Dumpster to be delivered to Middle School	Shipping	Saturday, October 24
Food Pantry for leftover drops Satuday		Saturday, December 12
Fosdal cookie certificates	Janis	Saturday, November 7
Sandwich Boards from Chamber	Janis	Thursday, December 10
Food/Beverage Donations for Saturday		Saturday, November 7
Pizza for Friday		~November 23
Coffee Saturday		Saturday, December 12
Music Friday and Saturday		Fri. & Sat. Dec. 11&12
Kwik Trip - Bread pick-up	Heather	
Ortega -	Sandra?	