



Check List

Three Months before Texas Exes Care About THE PROJECT

- Appoint a Care Chair
- Select a service activity
- Register your Texas Exes Care About THE PROJECT with Texas Exes staff
- Develop Partnership with service organization
- Set goals
- Promote Texas Exes Care About THE PROJECT
 - Include information in weekly chapter/network e-mails
 - Update chapter/network Facebook, LinkedIn and Twitter accounts
 - Update chapter/network webpage
 - Involve the Community

60 Days before Texas Exes Care About THE PROJECT

- Recruit volunteers and team leaders
- Assign duties to participants and team leaders
- Promote Texas Exes Care About THE PROJECT
 - Include information in weekly chapter/network e-mails
 - Update chapter/network Facebook, LinkedIn and Twitter accounts
 - Update chapter/network webpage
 - Involve the Community
- Consider planning Kickoff Ceremony or Closing Ceremony



Week before Texas Exes Care About THE PROJECT

- Provide Detailed schedule for the day of the Texas Exes Care About THE PROJECT
- Facilitate Team Meeting before Texas Exes Care About THE PROJECT
- Review Duties

Day of Texas Exes Care About THE PROJECT

- Wear Burnt Orange
- Take Registration
- Take Pictures
- Pass out evaluation forms

After Texas Exes Care About THE PROJECT

- Evaluate the project and participant experience
- Celebrate your success
- Ask for Feedback
- Thank Volunteers
- Thank Texas Exes Care About THE PROJECT participants
- Debrief
- Spread the word of your success
 - Include information in a weekly chapter/network e-mails
 - Update chapter/network Facebook, LinkedIn and Twitter accounts
 - Update chapter/network webpage
- Report back to Texas Exes