

National SAVE Day Planning...

Let's Get Started!



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Early September:

Conduct a chapter officers meeting

- ★ Meet to plan National SAVE Day. Things to consider:
 - ★ potential activities
 - ★ resources needed - funds, items, food, etc.
 - ★ guest speakers
- ★ Assign items to be researched/explored
 - ★ activity costs
 - ★ speaker costs
 - ★ fundraising opportunities
 - ★ community sponsors

Mid September

- ★ Present National SAVE Day ideas, needs and opportunities to Chapter members
- ★ Develop a timeline and action plan
- ★ Create committees and assign tasks
- ★ Order promotional items needed for National SAVE Day (i.e. t-shirts, pens, ribbons, wristbands, etc.)
- ★ From this meeting forward conduct weekly meetings for committee updates and further action assignments

Early October

- ★ Publicize upcoming National SAVE Day to student body, teachers, parents and the community. Suggestions: media release, Public Service Announcements (PSAs), posters, school newsletter, school website, email, and letters to parents
- ★ Continue weekly meetings
- ★ If appropriate confirm guest speaker and obtain speaker needs
- ★ Practice, practice, practice any skits or speaking events that will occur
- ★ Confirm sponsors and affirm if items will be picked up, delivered, etc.
- ★ Seek additional volunteers if needed for a successful National SAVE day

Week of National SAVE Day

- ★ Monday
 - ★ distribute Media Advisory to local papers, radios, TV stations
 - ★ conduct PSA on in school announcements or TV programs, distribute to radio and TV stations
 - ★ hold Chapter meeting to finalize everything for Wednesday
- ★ Tuesday
 - ★ decorate for National SAVE Day
 - ★ tie up any loose ends
 - ★ call media and invite them to attend the next days' activities
- ★ Wednesday
 - ★ conduct National SAVE Day activities!
 - ★ be sure to recognize sponsors and supporters at events via signage and verbally

After National SAVE Day

- ★ send thank yous to:
 - ★ media that attended
 - ★ speakers
 - ★ sponsors
 - ★ volunteers
 - ★ administrators and staff
- ★ send pictures and a write up to National SAVE to be highlighted on the SAVE website!