

**United Way of the Capital Region's
VITA Site Coordination Implementation Timeline**

TASK	May/June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April
Reconvene partnership	x										
Schedule meeting with volunteers involved in training to plan training efforts for upcoming year											
Review previous tax year	x										
Identify scope of campaign		x									
Prepare budget for upcoming year		x									
Seek funding		x	x								
Seek new partners	x	x	x								
Identify site locations/days/times		x	x	x							
Secure sites		x	x	x							
Register for new EFINS				x							
Select/confirm site coordinators from previous year volunteers			x	x							
Recruit new & returning volunteers			x	x	x	x					
Publicize for volunteers				x	x	x					
Schedule open house/orientation sessions for potential new volunteers				x	x	x					
Prepare materials for campaign				x	x						
Individualized contacts with key agencies for publicity efforts				x	x	x	x				
Review and prepare training for new and returning volunteers			x	x							
Schedule training for volunteers and site coordinators					x	x					
Install software						x	x				
Plan radio advertising						x	x				
News/radio publicity							x	x	x		
Prepare website(s)							x				
Inform last year's taxpayers of site schedules							x				

