

<p>September – November</p> <ul style="list-style-type: none"> <input type="radio"/> Read the Survival Guide for RCs <input type="radio"/> Send invitations to local schools and begin any Social Media Campaign planned (Facebook, LinkedIn, Twitter) <input type="radio"/> As school registrations are received from the SeAL Group, send email thanking school w/ important dates. <input type="radio"/> Share survival guides, links to videos and next steps information with educators and advisors <input type="radio"/> Fundraise as needed, linking with local business for support, mentors, judges, <input type="radio"/> Provide schools with information on student registration and pre-Challenge survey 	<p>December</p> <ul style="list-style-type: none"> <input type="radio"/> Continue team recruiting/have schools register. <input type="radio"/> Team formation, registration and pre-Challenge surveys continue <input type="radio"/> Continue naming engineering mentors and linking with teams as needed <input type="radio"/> Consider sources for Challenge Day courses 	<p>January</p> <ul style="list-style-type: none"> <input type="radio"/> Continue school recruiting, and encourage school and team registrations and pre-Challenge survey completion. <input type="radio"/> Check in with the educators/advisors to lend support. <input type="radio"/> Confirm engineering mentors for all teams who want to be matched. Have mentors obtain clearances as needed. <input type="radio"/> Send weekly reminder about Preliminary Design Review (PDR) due date (suggest 3-5 weeks after start of semester depending on Challenge date). <input type="radio"/> Determine Challenge Day location. Obtain any Facility Use Agreements needed <input type="radio"/> Continue fundraising. Mail Sponsorship Letters for event as desired
<p>February</p> <ul style="list-style-type: none"> <input type="radio"/> Continue to check in with the educators/advisors to lend support. <input type="radio"/> Begin researching guest speakers for the events. Work with SeAL Group as desired. <input type="radio"/> Set up judges/volunteers for each event. Get clearances as needed. <input type="radio"/> PDRs due. Receive scored results from reviewer. CDRs optional. 	<p>March</p> <ul style="list-style-type: none"> <input type="radio"/> Complete Challenge Day courses <input type="radio"/> Call fire depts. to see if they can fill the tank on Challenge day, if needed <input type="radio"/> Get local airport clearance, if needed <input type="radio"/> Create sponsor banner and order tee shirts or other promotional items (opt.) <input type="radio"/> Prepare program (opt) <input type="radio"/> Arrange for food for Challenge Day (opt.) <input type="radio"/> Order awards <input type="radio"/> Prepare thank you notes/mementos for volunteers/judges 	<p>April/May</p> <ul style="list-style-type: none"> <input type="radio"/> Finalize Challenge Day volunteers/judges <input type="radio"/> Finalize Challenge Day schedules <input type="radio"/> Print program (opt.) <input type="radio"/> Prepare nametags/badges (opt.) <input type="radio"/> Check courses/equipment including tents and power, as needed <input type="radio"/> Team Flight certification videos due (~2 weeks prior to Challenge Day) <input type="radio"/> Hold Challenge Day <input type="radio"/> Have those involved take surveys (online)