**The Braden Aboud Memorial Foundation**

**B STRONG Shoe Giveaway 2018-2019**

**Coordinator Responsibilities**

\*Coordinator Responsibilities

(This may be more than one person)

* Educate the teachers and staff on the Braden Aboud Memorial Foundation B STRONG Shoe Giveaway.
* Plan and execute the process to educate the children on the Braden Aboud Memorial Foundation B STRONG Shoe Giveaway.
* Distribute Braden Aboud Memorial Foundation B STRONG Shoe Giveaway “Earn It Cards”.
* Collect the shoe sizes of all students.
* Prepare an excel document with:

Student Name (Last, First) Class, Sex, Shoe Size, Adult or Child Size ie.

Ramirez, Jesus 1C M 12 C

Smith, Amy 5A F 6 A

* Email Braden Aboud Memorial Foundation B STRONG Shoe Giveaway Chairman Excel document and update as students transfer in and out of school.
* Constantly work with teachers to ensure students are receiving opportunities to earn their shoes.
* Work with teachers and staff to promote Braden Aboud Memorial Foundation B STRONG Shoe Giveaway through posters, student art work and lesson plans.
* Collect Earn It cards as students complete them.
* Work with School District to plan pep rally for distribution day.
* Secure a location to distribute tennis shoes.
* Keep in contact with Braden Aboud Memorial Foundation B STRONG Shoe Giveaway Chairman on any needs.
* Plan with Braden Aboud Memorial Foundation B STRONG Shoe Giveaway Chairman distribution process for Braden Aboud Memorial Foundation B STRONG Shoe Giveaway big distribution day!

Timeline

August 1, 2018         Braden Aboud Memorial Foundation B STRONG Shoe Giveaway application posted on website.

October 31, 2018     Application deadline.

November, 2018   Recipient selected and notified.

December, 2018   The selected school receives Braden Aboud Memorial Foundation B STRONG Shoe Giveaway Materials.

January, 2019        School begins Braden Aboud Memorial Foundation B STRONG Shoe Giveaway program. Students receive “Earn It” cards and begin earning shoes.

February 2019 School coordinator gets shoe sizes of all students.

February 2019 School Coordinator gives Braden Aboud Memorial Foundation B STRONG Shoe Giveaway chairman list of shoes to purchase.

Ongoing School Coordinator gives Braden Aboud Memorial Foundation B STRONG Shoe Giveaway chairman list of any students that have transferred in or out of school.

April, 2019       Braden Aboud Memorial Foundation B STRONG Shoe Giveaway Pep Rally and Shoe Distribution.