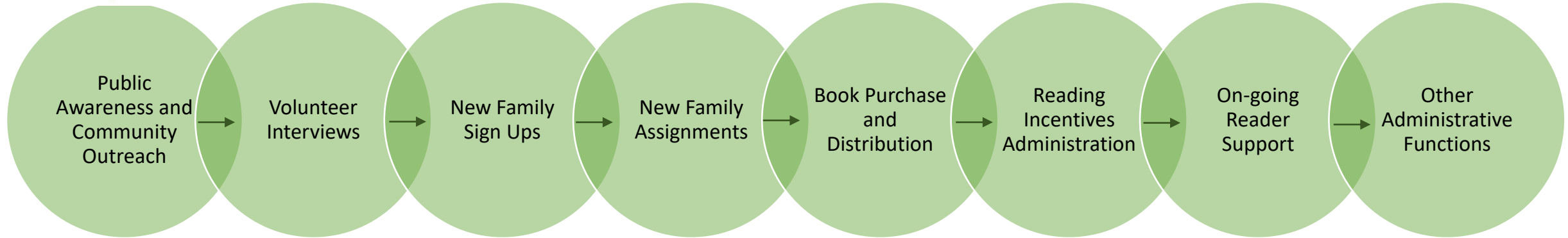




Overview of BabyRead Administrative Functions

Caren von Hippel, Founder and President



<p>Lead: Janice Garcia</p> <ul style="list-style-type: none"> Produce & distribute brochures & handouts Coordinate speaking engagements Support monthly newspaper presence Manage Seneca radio prgms: BabyRead & BabySmart OMH partnership Hispanic Outreach (Sr Joan Kobe / Lilia Davis) Newsletter(Barb Saylor) Website and Facebook presence (Julia Robison Schultze) Family Testimonials (Jim Day) 	<p>Lead: Mary Beth Geltz</p> <p>Support: Rose Lowe</p> <ul style="list-style-type: none"> Interview new volunteer candidates Process SLED background checks Provide BabyRead introductory info Coordinate with Family Assignment Lead Maintain volunteer list (Rose Lowe) 	<p>Lead: Shelly Barber</p> <ul style="list-style-type: none"> Attend 2 to 5 sign up events such as K4 screenings and family school events Enlist volunteers to support sign ups Follow up with families by text to confirm interest and ensure complete info Coordinate with Family Assignment Lead 	<p>Lead: Carol Engle</p> <ul style="list-style-type: none"> Match volunteer readers with new families Provide reading guidelines Follow up during initial period to ensure a successful assignment Coordinate tutor assignments Maintain family assignment list 	<p>Leads: Anne Fogel and Sr Joan Kobe</p> <ul style="list-style-type: none"> Purchase and maintain an inventory of BabyRead books Coordinate with readers for their pickup of materials needed for reading sessions Maintain a log of reading material that's distributed Notify Carol Engle if there is a gap in a reader picking up books Book annex support (MaryAnn Suggs) 	<p>Lead: Marriann Cole</p> <ul style="list-style-type: none"> Point of contact for readers whose families are eligible for incentives Purchase and distribute incentive gift cards Maintain a log of incentives 	<p>Lead: Carol Engle</p> <ul style="list-style-type: none"> Point of contact to support readers on an on-going basis Proactively outreach to readers to ensure the BabyRead experience is going well Maintain the on-line portal (Rose Lowe) 	<p><u>Financial & Treasury</u></p> <ul style="list-style-type: none"> Bill Walker <p><u>Fund Raising</u></p> <ul style="list-style-type: none"> Belk's Charity Sale (Rose Lowe) Grant applications (Marriann Cole) <p><u>Group Reading</u></p> <ul style="list-style-type: none"> Reader at Starlight and Our Clubhouse (Katie Conlin) Overall coordination (Mary Beth Geltz) <p><u>Low-Income Day Care & Low-Income Housing</u></p> <ul style="list-style-type: none"> TBD <p><u>General operational coordination</u></p> <ul style="list-style-type: none"> Marriann Cole
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