

# Getting Down to Action

Fall 2015

TASK							
<b>DO THE RESEARCH</b>	Review Start-Up Kit from Swipes HQ.	Visit your campus newspapers' website and search for articles about dining and meal plans. Look for stories about changes in dining or effort similar to Swipes'.	Read through all possible meal plan choices. Identify which is most popular, which might accommodate the Swipes program most.	Identify other student groups who are fighting hunger.	Identify other efforts by the university to fight hunger.	Dining Contract: Learn how you can submit a FOIA request.	
Priority Level	++++	++	++	++	++	+++	
Accomplished							
<b>BUILD YOUR TEAM</b>	Find a Co-Founder	<b>Grow the team</b> Marketing VP Finance VP Internal VP	Meet with University Student Body President	Student Body President agree to be public endorser of Swipes and attend meeting with Dining Services	Professor agrees to advise / advocate for Swipes and publicly endorse the program	Administrator becomes "champion" for the cause.	Submit official student group application and become registered as an official student group
Priority Level	++++	+++	++	+++	+++	++++	++++
Accomplished							
<b>DINING SERVICES</b>	Locate email of dining representative	Secure Meeting with Dining Representative	Hold meeting with Dining Representative	Have Director of Dining attend meeting			
Priority Level	++	+++	++++	++++			
Accomplished							
<b>THE PROPOSAL</b>	Complete your Proposal and send to Swipes HQ	Research 3 potential nonprofit beneficiaries	Build Partnership with one of the nonprofits + have their support				
Priority Level	++++	++	+++				
Accomplished							
<b>THE PITCH</b>	You successfully pitched swipes + it was approved!	Send "thank you" note to meeting attendees	Notify SwipesHQ immediately to receive next steps	Host a Swipes Celebration Launch Party!	Notify Campus Newspaper to write story	Have success story published	
Priority Level	++++	++	+++	++++	++	+++	
Accomplished							

## PRIORITY LEVEL

++++	Extremely High
+++	Very High
++	High

Use this chart to understand how important each of the above tasks are. Remember that every task is important and this is a way to prioritize.