

<b>TASK</b>	<b>WHO</b>	<b>BY WHEN?</b>
<b>Determine dates December 11-12, 2009</b>	Committee	
<b>Reserve Facility</b>	Kay	Done
<b>Set cut off dates for Referrals</b>	Committee	Referrals: December 3 Toys; 12/1
<b>Check Fund Balance</b>	Janis	December 1, meeting
<b>Determine Certificates *Recommend omit 2009</b>	Committee	December 1, meeting
<b>Drop off locations:</b> <b>Food:</b> Curves, Library, City Hall, Schools, Home Savings Bank - Janis Deak's - Kay?	Food Committee Cummins, UPS, Cinema Café, Wal-Mart, St. Ann's-Nancy Skaalen, Nazareth, Sr. Center - Heather Co-op, Navitas- Christy	Monday, Nov. 16 Posters and bring letters to Oct mtg.
<b>Money: all local Banks except Guaranty</b>	Janis	Monday, Nov. 16
<b>Boxes:</b> <b>Regular &amp; tapers (no difference btwn sr &amp; reg.)</b>	Shipping ?????? ???????	Ongoing
<b>Letter to businesses</b>		Monday, October 12
<b>Chamber labels</b>		Monday, October 12
<b>Referral Forms - mock up</b>		October meeting
<b>Referral Forms, distributed to:</b> Rosewood, Head Start, Food Pantries, City Hall Green Spires, Sr. Center, Library, Pharmacies,		Monday, Nov. 16 Need to be ready for T-giving baskets at pantry
<b>School Contacts</b>	St. Ann's, Sand Hill-Nancy	ASAP
Martin Luther, Pumpkin Patch, H.School & River	Bluff- Janis	Fox Prairie, Kegonsa-Heather
Community Contacts (food pantry, girl and boy scouts) Key Club		
<b>Letters to the Editor</b>	Janis	End of October
<b>Tower Times</b>	Janis	Early December
<b>Ad to the shopper</b>		November 9 & 16
<b>Letter to daycares for cards</b> (Martin Luther & Pumpkin Patch?)		Saturday, November 7
<b>Channel 12 Notice</b>	Janis	Saturday, November 7
<b>CCX Truck</b>	Shipping	Saturday, October 24
<b>Dumpster to be delivered to Middle School</b>	Shipping	Saturday, October 24
<b>Food Pantry for leftover drops Satuday</b>		Saturday, December 12
<b>Fosdal cookie certificates</b>	Janis	Saturday, November 7
<b>Sandwich Boards from Chamber</b>	Janis	Thursday, December 10
<b>Food/Beverage Donations for Saturday</b>		Saturday, November 7
<b>Pizza for Friday</b>		~November 23
<b>Coffee Saturday</b>		Saturday, December 12
<b>Music Friday and Saturday</b>		Fri. & Sat. Dec. 11&12
<b>Kwik Trip - Bread pick-up</b>	Heather	
<b>Ortega -</b>	Sandra?	