

Target Date	Description	Committee	Project Manager	Implementer	Status	Notes
8/30/2019	Award/Scholarship: review applications and language	Awards Scholarships	Vicky & Michele	Committee		Committee has not finalized award descriptions. Opportunity not shared externally yet. Opened on 11/15
9/16/2019	Award/Scholarship: Collect potential nominees	Awards Scholarships	Vicky & Michele	Committee		add names to spreadsheet for announcement email
9/16/2019	Awards/Scholarship: Update website & links	Awards Scholarships	Integral Care	Jodie		based on final copy from Awards Scholarship Committee
9/23/2019	Email: Send email announcing accepting nominations	Awards Scholarships	Integral Care	Lady Jane		
10/23/2019	Email: Reminder Scholarship & Award Nominations	Awards Scholarships	Integral Care	Lady Jane		
11/25/2019	Email: Send Reminder Scholarship & Award Nominations	Awards Scholarships	Integral Care	Lady Jane		
12/18/2019	Email: Final reminder to nominate Scholarship & Awards	Awards Scholarships	Integral Care	Lady Jane		
12/23/2019	Award/Scholarship: Close Coleman & Hopkins' Awards	Awards Scholarships	Vicky & Michele	Katie		
12/27/2019	Award/Scholarship: provide Committee with nominees received on website	Awards Scholarships	Vicky & Michele	Katie		
12/31/2019	Award/Scholarship: close scholarship nominees	Awards Scholarships	Vicky & Michele	Katie		
1/3/2020	Award/Scholarship: Select Coleman & Hopkins' Awards Recipients	Awards Scholarships	Vicky & Michele	Committee		
1/6/2020	Award/Scholarship: Select Wood Group, AAMH consumer lodging, Bibby Scholarship, RR Coleman-Callahan lodging	Awards Scholarships	Vicky & Michele	Katie		close registration link on website
1/6/2020	Award/Scholarship: Send Coleman & Hopkins' Awards Acceptance Notices	Awards Scholarships	Vicky & Michele	Katie		request bios, photos and guests
1/7/2020	Award/Scholarship: Notify recipients for Wood Group, AAMH consumer lodging, Bibby Lodging, RR Coleman-Callahan lodging	Awards Scholarships	Vicky & Michele	Katie		need only names for program. No photos or bios required
1/15/2020	Award/Scholarship: Hopkins and Coleman Awardee bios and photos due for program	Awards Scholarships	Vicky & Michele	Katie		program final 1/20/19
2/3/2020	Award/Scholarship: Collect Checks & Awards to give to Scholarship recipients	Awards Scholarships	Katie	Lisa		