

Outbound Coordinator Timeline of Tasks

MONTH	DUTY	With Whom
AUG	Purchase insurance for current OB students	Treasure
AUG	Send HCA to all current YEO's, Club Presidents, and incoming Presidents.	CGC
AUG	Set deadline for submission of Outbound Applications	District Chair
SEPT	Confirm that all Club presidents, YEOs and counselors for clubs that will be hosting have been Vetted.	Compliance Officer, District Chair
OCT- NOV	Obtain District-to-District exchange agreements confirming number of students they will accept. FIRM NUMBERS NEEDED BEFORE DISTRICT INTERVIEWS. Get information on any age or other restrictions.	CC
OCT	Update and send: 1) interview questions,2) program information and cost flyer,	YEO'S, Interviewers
NOV	Set deadline for return of completed applications .Submit to OBC	YEOs
NOV	Set firm date for District Interviews	YEO's, Committee
NOV	Review applications for completeness and flag omissions	IB committee
NOV	Send request to Rotarians, CCs, YEO etc. to serve on interview committee	YEO's, CGC'S
NOV	Get contact information for all interviewers	YEO's, CGC's
NOV	Make chart assigning applicants to interview teams in a manner that avoids anyone interviewing a student nominated by his/her own club	IB committee
NOV	Send District Interview information, agenda and instructions to applicants and parents	YEO's, CGC's
NOV	Review selection process and scoring, including scoring sheets used by Inbounders	IB Committee
DEC	Attend District Interview and do scoring	All
DEC ?	Blazer measurement at District Interviews	IB Committee
DEC	Compile contact information of new Outbounders: Name, address, phone,email, parents, sponsoring club, hosting club. Send information to Communications Coordinator for posting on Website	YEOs, Communications Coordinator
DEC	Notify Outbounders of selection Send form letters to each Set deadline for acceptance Collect and file acceptance letters	District Chair
Jan	Arrange program and staffing for Outbound Orientation	IB committee
	Set up and maintain Facebook page for current outbounders	Communications Coordinator
FEB	Order blazers, pins and nametags for Outbounders (get name of companies we deal with for this) NEED TO HAVE BLAZERS IN TIME FOR MARCH ORIENTATION	
FEB	Finalize applications and send to CCs	
FEB	Confirm dates and details of Outbound Orientation	
FEB	Send Outbound Orientation information, agenda and instructions to applicants, parents & RYE Committee	IB committee
MAR	Attend Outbound Orientation - 2 nd week end in March	All
APR-JUN	Get copies of all outbounders itineraries from CCs and travel agent	

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	(T-Zell Travel).	
APR-JUN	Approve travel tickets from Tzell for current OB's	Treasure
Jun-Aug	Get information as to actual departure time of student and notify ARO	ARO
SEPT-JUN	Receive monthly report from CCs; due on the 10 th of each month	CC's
ALL YEAR	Receive and review Monthly Reports from Outbounders	District Chair, Country Contacts