



Task List for World Polio Day Commemoration

HOSTS: UVU Rotaract, Orem Rotary Club

PLACE: UVU Sorensen Center SC213B

DATE: October 23rd , 2019

TIME: 1:00pm

Agenda:

- 1. Dr. Baldomero Lago**, CIO, UVU Office of Global Engagement
- 2. Presentation: Dr. John Hanrahan**, Rotary District Governor
- 3. Steve Anderson**, UVU Director of community and government relations
- 4. Dean Robinson**, President Elect of Orem Rotary

Utah Valley University

Event Goals:

Through Student engaged learning model to:

1. Be informed by Dr. Hanrahan, and others regarding Rotary International efforts to eradicate polio worldwide, student engaged learning, and community awareness.
2. Raise awareness among UVU faculty and students about Rotary International and its activities
3. Bring the efforts or Rotaract, Rotary, and UVU in closer harmony to each other;

**WHEN YOU SIGN UP, PLEASE ADD YOUR NAME AND
PHONE NUMBER WHERE YOU CAN RECEIVE A TEXT
MESSAGE**

Event Director: Kyle Warren

Coordination

Leader: Kyle Warren

Task	Volunteer	Contact Info:	Due Date	Date Completed
Coordinate events activities with District Rotary and UVU	Kyle Warren	Phone: E-mail:	10/22/19	10/22/19
Coordinate events activities with Orem Rotary	Kyle Warren	Phone: E-mail:	10/22/19	10/22/19
Coordinate events activities with UVU Global Engagement Office	Jose Coreas	Phone: E-mail:	10/22/19	10/22/19
Coordinate events activities with UVU Office of Community outreach	Jose Coreas	Phone: E-mail:	10/22/19	10/22/19
Coordinate Gifts for Presenters	Kyle Warren	Phone: E-mail:	10/18/19	10/22/19

Protocol

Leader: Yana AndersEn

Task	Volunteer	Contact Info:	Due Date	Date Completed
Design brochure for the event	Yana AndersEn	Phone: E-mail:	10/18/19	10/19/19
Print 50 copies of brochure	Yana AndersEn	Phone: E-mail:	10/18/19	10/22/19
Introduction of Dr. Lago during event	Yana AndersEn	Phone: E-mail:	10/23/19	10/23/19
Introduction of Dr. Hanrahan during event	Kyle Warren	Phone: E-mail:	10/23/19	10/23/19
Introduction of Mr. Robinson during event	Albeny Singh	Phone: E-mail:	10/23/19	10/23/19

Introduction of Mr. Steve Anderson during event	Abdulrahman Alghanmi	Phone: E-mail:	10/23/19	10/23/19
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Speaker Information

Leader: Albeny Singh

Task	Volunteer	contact Info	Due Date	Date Completed
Collect Bio for Steve Anderson and provide a copy for printing brochure	Albeny Singh	Phone: E-mail:	10/14/19	10/15/19
Collect Bio for Dr. John Hanrahan and provide a copy for printing brochure	Albeny Singh	Phone: E-mail:	10/14/19	10/12/19
Collect bio for Dr. Lago and provide a copy for printing brochure	Albeny Singh	Phone: E-mail:	10/14/19	10/12/19
Collect Bio for Dean Robinson and provide a copy for printing brochure	Albeny Singh	Phone: E-mail:	10/14/19	10/16/19

Logistics and Campus Outreach

Leader: Jose Coreas

Task	Volunteer	Contact Info	Due Date	Date Completed
Reserve rooms for lunch and the presentation of on Wednesday October 23, 2019 Contact Amy Barnett abarnett@uvu.edu .	Kyle Warren	Phone: E-mail:	10/01/19	10/7/19
Coordinate all presentation materials with Office of Global Engagement Contact Amy Barnett abarnett@uvu.edu .	Jose Coreas	Phone: E-mail:	10/16/19	10/18/19
Coordinate with Jose to insure Laptop on the day of presentation	Kanyon Lee	Phone: E-mail:	10/22/19	10/23/19

Coordinate with Jose to ensure Microphone on day of presentation	Kanyon Lee	Phone: E-mail:	10/23/19	10/23/19
Coordinate with Kyle Warren to have Presentation uploaded to computer	Kanyon Lee	Phone: E-mail:	10/22/19	10/22/19
Request power points copies from presenters	Kyle Warren	Phone: E-mail:	10/20/19	10/21/19

Media and Campus Outreach

Leader: Kyle Warren

Task	Volunteer	Contact Info	Due Date	Date Completed
Photography of the event	Cory Levin	Phone: E-mail:	10/23/19	10/23/19
Videography of the event	Austin Meline	Phone: E-mail:	10/23/19	10/23/19
Submit Write Ups for UIMF Website	All Students	Phone: E-mail:	10/25/19	10/27/19
Post Write Ups on UIMF Social Media	Dylan Genes	Phone: E-mail:	10/25/19	10-28/19

Hosting Rotaract Table

PLACE: Across from the UVU Lockhart Gym, by the Mommy Pod

Task	Volunteer	Contact Info	Due Date	Date Completed
Gather Tabling Materials: posters, UIMF and Rotaract brochures, Signup sheets. Contact: Sam Elzinga, UIMF President	Caleb Stowell	Phone: E-mail:	10/16/19	10/17/19
Gather and bring easels for posters from HPOLS department. Contact: Sam Elzinga, UIMF President	Caleb Stowell	Phone: E-mail:	10/18/19	10/18/19

October 21st Tabling event: space 1 10am -11pm	Kyle Warren	Phone: E-mail:	10/21/19	10/21/19
October 21st Tabling event: space 2 10am -11am	Byan Alghanmi Hazim Alshanbari	Phone: E-mail:	10/21/19	10/21/19
October 21st Tabling event: space 1 11am -12pm	Byan Alghanmi Hazim Alshanbari	Phone: E-mail:	10/21/19	10/21/19
October 21st Tabling event: space 2 11am -12pm	Kyle Warren	Phone: E-mail:	10/21/19	10/21/19
October 21st Tabling event: space 1 12pm-1pm	Yana Andersen	Phone: E-mail:	10/21/19	10/21/19
October 21st Tabling event: Space 2 12pm-1pm	Sam Elzinga	Phone: E-mail:	10/21/19	10/21/19
October 21st Tabling event: space 1 1pm-2pm	Yana Andersen	Phone: E-mail:	10/21/19	10/21/19
October 21st Tabling event: Space 2 1pm-2pm	Albeny Singh	Phone: E-mail:	10/21/19	10/21/19
Gather and bring easels, posters, etc back to HPOLS department after event.	Caleb Stowell	Phone: E-mail:	10/21/19	10/21/19