



Purpose:

“One Day. One Focus: Ending Polio”

Every October, Rotary clubs worldwide observe World Polio Day, focused on raising awareness of Rotary International’s global initiative to eradicate Polio. On October 19, 2022, Orem-Lindon Rotary and Utah Valley University (UVU) Rotary Clubs will observe World Polio Day, led and organized by UVU Rotaractors through Student-Engaged Learning (SEL). SEL is where students work inclusively as a group to solve real-world issues, with faculty serving as mentors.

Event Schedule

- Rotary Luncheon on October 19 at 12:00pm in Global Engagement Office on UVU Campus
- Lobby Display at the Utah Symphony Concert on October 20 at 7:30 pm at the UVU Noorda Center.

Task List

Logistics

<u>TASK</u>	<u>DESCRIPTION</u>	<u>VOLUNTEER</u>	<u>DUE DATE</u>	<u>DONE DATE</u>
Schedule Event with Clubs	Create Co-Sponsor event through clubs	Tristin Juárez-Smith	9/23/2022	9/23/2022
Fill out Civic Event Form	Officer from each club	Camilla Pendleton	9/23/2022	9/23/2022
Book Conference Room	LA 116 is confirmed. (Global Engagement Office Conference Room)	Amy Barnett	9/10/2022	9/11/2022
Order Lunch	Order 35 box lunches for Orem Rotary Members Order 4 pizzas (2 Cheese/2 Pepperoni for total of 40 UVU students	Camilla Pendleton	9/23/2022	9/23/2022
Confirm Conference room setup with Carlos	This event is a luncheon with ~35 Orem-Lindon Rotary members and guest speakers attending. We will want tables and chairs to accommodate all Rotarians (~35) and extra chairs for students if space becomes limited after the 35. We will also want one table for Campus catering to set out the box lunches we provide. If possible, we would like access to the conference room's project system for our speakers.	Stephan Atkinson	9/30/2022	10/1/2022
Set up online viewing options	Set up Zoom link to be live-streamed through Facebook and recorded	Alitha Thompson	10/10/2022	10/09/2022
Register events on Rotary website	Register the event under Orem-Lindon Rotary and UVU Rotaract at: https://www.endpolio.org/register-your-event	Tristin Juárez-Smith	9/30/2022	9/20/2022

Gather detailed instructions and directions for Orem-Lindon Rotary members	Download parking map and directions. Type up directions from the parking garage to the conference room	Stephan Atkinson	10/17/2022	10/17/2022
Meet Dr. Johnson and direct him to the Global Engagement Office	Meet Dr. Johnson outside of the LA building and escort him to the conference room. Contact info: **Redacted**	Abdul Alghanmi	10/19/2022	10/19/2022
Meet Orem-Lindon Rotarians and direct them to the Global Engagement Office	Meet Orem-Lindon Rotarians outside the LA building and at the SL building parking structure. Escort them to the conference room.	McKay Brooks	10/19/2022	10/19/2022
Determine how parking will work for Speakers and Orem-Lindon Rotary Members	Contact UVU Parking Services to determine where guests should park and the cost of the parking fee for each guest.	Stephan Atkinson	10/15/2022	10/13/2022
Gifts for Speakers	Purchase gift bag items from UVU Bookstore for each speaker. Gift bags should include a notebook, card, pen, and shirt.	Rachel Welker	10/19/2022	10/19/2022

Promotional Material

<u>TASK</u>	<u>DESCRIPTION</u>	<u>VOLUNTEER</u>	<u>DUE DATE</u>	<u>DONE DATE</u>
Luncheon Poster				
Design Poster	Design the poster for WPD Luncheon and Panel with date, sponsors logos, Club logos, and rotary polio logo	Tristin Juárez-Smith	9/23/2022	9/23/2022
Submit Poster to Clubs office for approval and printing	Submit WPD poster to the UVU Clubs office for approval. Once approved, ask the UVU Clubs' office to print 15 posters to be displayed around the UVU campus.	McKay Brooks	9/23/2022	9/23/2022
Hang up printed Posters around UVU Campus	Once approved, UVU Clubs office and UVU Campus Connection office will hang posters around UVU Campus	UVU Rotaract Club	10/1/2022	10/1/2022
Luncheon Program				
Assemble Luncheon Program	Gather elements and assemble program. Program should include event agenda, speaker bios, an excerpt or a few about Rotary international's efforts, and created cover and back page. https://www.uvu.edu/utahimf/blog/docs/2010polio/brochure.pdf	Camilla Pendleton	10/7/2022	First Draft 10/1/2022 Final Draft 10/7/2022
Gather excerpts about "End Polio Now," and Rotary International's efforts of eradicating polio for Program	Gather excerpts about Rotary's goal to eradicate polio, what they have done, and/or from their "End Polio Now" resources to be added to the Luncheon Program. A good resource to start is: endpolio.org	McKay Brooks	10/1/2022	10/1/2022
Create Cover and Back Page of Luncheon program	Please create a cover page and back page for the program. The back page should include all club and organization logos. Here is an example of a past program: https://www.uvu.edu/utahimf/blog/docs/2010polio/brochure.pdf	Inara Thompson	9/23/2022	9/23/2022

Get Speaker Bio: Spencer Mack	Contact Spencer Mack to obtain bio for our event program. Contact info **Redacted**	Tristin Juárez-Smith	10/7/2022	10/7/2022
Get Speaker Bio: Dr. Joseph Johnson	Contact Joseph Johnson to obtain bio for our event program. Contact info **Redacted**	Alitha Thompson	10/7/2022	10/7/2022
Get Speaker Bio: Tristin Juarez-Smith	Contact Spencer Mack to obtain bio for our event program. Contact info **Redacted**	Camilla Pendleton	10/7/2022	10/7/2022
Get Speaker Bio: <i>Lilly Hall</i>	Contact Lilly Hall to obtain bio for our event program. Contact info **Redacted**	Emily Hall	10/7/2022	10/7/2022
Get Speaker Bio: <i>Rachel Welker</i>	Contact Rachel Welker to obtain bio for our event program. Contact info **Redacted**	Joshua Kooyman	10/7/2022	10/7/2022
Print Luncheon Programs	We can print 30 pages a day through the Club's office.	Quentin Thompson	10/14/2022	10/14/2022
Utah Symphony Lobby Display				
Design Pamphlets for Lobby display at the Utah Symphony Concert	Assemble Pamphlets for the Concert. You can use the excerpts, information, and designs also gathered for the luncheon program.	Kory Armitstead	10/7/2022	First Draft 10/1/2022 Final Draft 10/7/2022
Create Lobby Display for Concert	This display will be used for the Utah Symphony Concert. Items that can be included are images, statistics, Rotary's efforts, how to donate, etc.	Handen Torsak	10/7/2022	First Draft 10/1/2022 Final Draft 10/7/2022
Print Concert Lobby Display materials	We can print 30 pages a day through the Clubs office.	Joshua Kooyman	10/12/2022	10/12/2022

Event

<u>TASK</u>	<u>DESCRIPTION</u>	<u>VOLUNTEER</u>	<u>DUE DATE</u>	<u>DONE DATE</u>
UVU Tabling Event - October 19 from 9:00 am - 3:00 pm				
Create Tabling Signup form	Create a Google Doc signup sheet for student volunteers to run the tabling booth on UVU Campus on October 19	Joshua Kooyman	10/11/2022	10/11/2022
Run World Polio Day Table	Sign up for volunteer spot and time at the following link: **Redacted**	UVU Rotaractor	10/11/2022	10/11/2022
Luncheon & Panel - October 19 at 12:00 pm				
Invite & Confirm Speakers: Dr. Joseph Johnson MD	Invite Dr. Joseph Johnson MD to speak our event on October 19. Contact info: **Redacted**	Alitha Thompson	9/30/2022	9/22/2022
Invite & Confirm Speaker: Spencer Mack	Invite Spencer Mack to speak our event on October 19. Contact info: **Redacted**	Tristin Juárez-Smith	9/23/2022	9/15/2022
Invite student speakers	Invite Rotaract and Community Health students to speak during the event	Winnie Jada	9/30/2022	9/30/2022
Introduction for Speaker Orem-Lindon Rotary President Spencer Mack	UVU Rotaractors will introduce each speaker	Stephan Atkinson	10/15/2022	10/19/2022
Introduction for Lilly Hall	UVU Rotaractors will introduce each speaker	Camilla Pendleton	10/15/2022	10/19/2022
Introduction for Dr. Joseph Johnson MD	UVU Rotaractors will introduce each speaker	Emily Hall	10/15/2022	10/19/2022
Opening Remarks	UVU Rotaract President will open the WPD luncheon and panel event	Tristin Juárez-Smith	10/15/2022	10/19/2022
Student Remarks	Rotaract and/or Community Health Student will speak out the importance of eradicating polio and the impacts our efforts can have on Utah's community	Lily Hall	10/15/2022	10/19/2022

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Present gifts to speakers	Each presenter will be given a gift bag as an appreciation of their contributions and efforts to our event	Tristin Juárez-Smith	10/19/2022	10/19/2022
Utah Symphony Concert - October 20 at 7:30 pm				
Run Lobby Display at Utah Symphony Concert	UVU Rotaractors will run a lobby display on October 20, 6 PM at the Utah Symphony Concert at the UVU Noorda Center. This display will be to raise awareness of Rotary International's initiative to end polio globally.	Emily Hall	10/20/2022	10/20/2022
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Post-Event

<u>TASK</u>	<u>DESCRIPTION</u>	<u>VOLUNTEER</u>	<u>DUE DATE</u>	<u>DONE DATE</u>
Activity Brief (Write-ups)	Write a 1-2 page brief on the event describing what happened, how you contributed and the results of the event.	UVU Rotaractors and student participants	10/21/2022	10/22/2022
Online Consent Form to sign	Ensure each participant and student sign the consent form for write-up/activity brief, photo and video posting.	Alitha Thompson Tristin Juárez-Smith	10/19/2022	10/20/2022
Submit to Rotary District Newsletter	Write a 100 word summary to submit to Rotary District Newsletter	Tristin Juárez-Smith	11/22/2022	11/15/2022
Submit Media Package to UVU Review	Submit to the media summary, photos, and video to UVU Review for publication	Matt Drachman	10/19/2022	10/29/2022
Submit Media Package to News Outlets	Submit to the media summary, photos, and video to UVU Review for publication	Laila Mitchell	10/22/2022	10/21/2022
Post the event to relevant social media sources.	Post highlights of event on Facebook, LinkedIn, and Twitter.	McKay Brooks	10/21/2022	10/20/2022
Post Event Video	Post Video on Youtube	Scott Thompson	10/22/2022	10/22/2022