

Work Plan			Budget			Time Frame	
			Unleveraged	Leveraged		Estimated Start Date	Estimated Completion Date
Phase 1 - Proposal Application						1/9/2012	2/24/2012
- President, Carolyn, and Vice-President, Michelle, will prepare all aspects of the "2012 Drum Feast in Honor of Sophia Garcia-Robles CSC Proposal" and our secretary, Madana, will complete the final editing so we can submit our application to the UCSC Campus Sustainability Council.							
Phase 2 - Find Additional Funding						1/9/2012	5/1/2012
- Carolyn and Green Team member, Jessi, will work together in applying for funding from all College Senates and College Provosts. Carolyn and Michelle will also seek funding from UCSC's Sustainability Office, the Environmental Studies Department, and the Student Environmental Center.							
Phase 3 - Preparing/Receiving Donations						1/9/2012	5/1/2012
- Carolyn will prepare a donation letter to submit to local potential donating businesses. She will then contact them through mail, email, over the phone, and in person. We are hoping to receive donations in the form of funding, eco-friendly merchandise for tabling during the event, and food donations to help cut the cost for feeding our attendees.							
Phase 4 - Scheduling Event						2/6/2012	4/2/2012
- Green Team member, Blanca, will book the Oakes Lawn as the venue for our 2012 Drum Feast. Since this event consists of feasting, tabling, crafting, drumming, dancing, and singing we need an open area where attendees can roam freely.		Venue: Oakes Lawn		\$150			
Phase 5 - Inviting Pow Wow Facilitators						2/6/2012	4/2/2012
- The Pow Wow Committee will invite local tribal members to serve as a Master of Ceremony, Head Man, Head Woman, and Arena Director. They will be giving an honorarium and the AIRC will not cover the cost of traveling and lodging.		Master of Ceremony Honorarium:		\$500			
		Head Man Honorarium:		\$500			
		Head Woman Honorarium:		\$500			
		Arena Director Honorarium:		\$500			
Phase 6 - Inviting Drummers and Dancers						2/6/2012	4/2/2012

- The Pow Wow Committee will invite a local drum group to be the 2012 Drum Feast's Host Drum. They will then invite Amah Mutsun Dancers and Aztec Dancers to perform at the Drum Feast. Groups will be paid an honorarium and the AIRC will not cover the cost of traveling and lodging.		Host Drum Honorarium:		\$500			
		Amah Mutsun Dancers Honorarium:		\$500			
		Aztec Dancers Honorarium:		\$500			
Phase 7 - Publicity						2/6/2012	5/26/2012
- Green Team member, Cristal, and Michelle will work together in designing a logo for the Drum Feast. Michelle will then design posters, flyers, handbills, and T-shirts which will be used to promote our event. All Green Team members will create banners that will be posted at all colleges on campus. Carolyn will schedule a couple of weeks for displaying handbills at each college dining halls. The Green Team and Pow Wow committee wish to begin publicizing this event as soon as possible.		Poster(s) Printing Cost:	\$200				
		T-shirt Printing Cost:	\$600				
		Handbill(s) Printing Cost:	\$100				
Phase 8 - Purchasing Insurance						3/1/2012	4/2/2012
- The Pow Wow Committee will purchase Insurance for the day of the event to ensure safety for all attendees, workers, and volunteers.		Insurance:		\$2500			
Phase 9 - Renting Porta Potties						3/1/2012	4/2/2012
- Pow Wow Committee will rent two cabs for the day of the event.		Porta Potties:		\$800			
Phase 10 - Organizing Electrical Usage						3/1/2012	4/2/2012
- Carolyn will work with our fiscal liaison to organize all aspects of electrical use for the day of the event in order to ensure that we save energy properly.		One day of Electrical Usage:	\$1000				
Phase 11 - Organizing Auto-Visual						3/1/2012	4/2/2012
- Pow Wow Committee will organize all AV aspects for two nights.		AV:		\$1000			
Phase 12 - Food Preparation						3/1/2012	4/2/2012
- Green Team member, Chris, will put together a menu for the day of the event. He will work together with the Pow Wow committee to prepare a list of ingredients that will need to be purchased a few days before the event. The Pow Wow committee will rent a kitchen and follow all UCSC food safety guidelines.		Kitchen Rental:		\$200			
		Various Cooking Supplies:		\$200			
Phase 13 - Dishware Purchasing						3/1/2012	4/15/2012

- Michelle, with the help of our fiscal liaison, will work with the Sustainability Office to purchase 48 sets of reusable/re-washable dishware. The total cost of Dishware is \$450 and the Sustainability Office has agreed to pay 80% of the total amount. Also, Madana will look into renting canteens for water to reduce the use of water bottles and promote reusable water bottle usage.		Remainder Dishware Cost:	\$90				
		Canteens:	\$100				
Phase 14 - Purchasing Compostable Plateware						3/1/2012	4/15/2012
- Michelle will work with Lucio, our Treasurer, in purchasing compostable plates, bowls, forks, spoons, knives, cups, and napkins that will be used by the AIRC to feed all attendees. Michelle and Cristal will also work together in ensuring that each vendor is provided with these materials to serve any food that is purchased by attendees on the day of the event.		All AIRC Feeding Materials:	\$370				
		Vendor Feeding Materials:	\$370				
Phase 15 - Organizing Zero Waste Stations						3/15/2012	5/1/2012
- Carolyn will look into renting and purchasing materials for four zero waste stations that will be available to all attendees during the event. The Green Team will rent waste bins and A-frames, and purchase waste bags and bio bags. The Green Team will also cover the cost of a composting fee, if applicable. Madana will look into either purchasing or renting zero waste station signs.		Waste Bins:	\$80				
		A-Frames:	\$40				
		Waste Bags:	\$100				
		Bio-Bags:	\$100				
		Signs:	\$150				
		Composting Fee:	\$230				
Phase 16 - Completing AIRC Vendor Application						4/1/2012	5/1/2012
- Michelle and Cristal will submit a Vendor Application to the AIRC which will enable us to table during the 2012 Drum Feast.		Vendor Fee:	\$150				
Phase 17 - Designing Tabling Brochures						4/1/2012	5/1/2012
- Lucio will research topics for our brochures that will be passed out during the Drum Feast. Each Green Team member will work together in gathering the information that will be accessible on all brochures. Michelle will then design the brochure layout.		Printing Cost for 200 Brochures:	\$160				
Phase 18 - Purchasing Tabling Merchandise						4/15/2012	5/1/2012

- The Green Team also plans on passing out giveaways while tabling, and is required to donate an item to the AIRC Raffle which will take place during the Drum Feast. Michelle and Cristal will work on designing an AIRC Green Team logo. Madana will look into having the logo printed onto a sticker which will be attached to all giveaways. Giveaways will consist of water bottles and any other various items that are donated by local businesses. The Green Team will also work together in creating fundraising items such as scarfs and bowls. Madana will also have a sign printed that will be displayed in front of our tabling booth.		Logo Stickers:	\$125				
		Merchandise Costs:	\$300				
		Tabling Sign:	\$125				
Phase 19 - AIRC Giveaways						4/15/2012	5/1/2012
- The Pow Wow Committee will purchase their own items that will be given away to attendees.		Giveaways:		\$500			
Phase 20 - Purchasing Food and Ingredients						5/20/2012	5/25/2012
- Chris will work with the Pow Wow committee to purchase all food and ingredients that will be used to provide all attendees with two meals.		Food/Ingredients:		\$1600			
Phase 21 - 2012 Drum Feast in Honor of Sophia García-Robles Event						5/26/2012	5/26/2012
-Each Green Team and Pow Wow Committee member will work together in setting up for the event. Chris and Cristal will be working in the kitchen for most of the Drum Feast. Each Green Team member will be assigned a shift for tabling and monitoring the zero waste stations. The Green Team, the Pow Wow committee and any other volunteer will be assigned a task to do during the event to ensure that our event will run as smoothly as possible.	Tentative Event Schedule:						
	11am-12pm: Performance by Amah Mutsun Dancers						
	12-12:45pm: Grand Entry						
	12:45-1pm: Intertribal						
	1-1:30pm: Exhibition Dances						
	1:30-2pm: Intertribal						
	2-2:30pm: Exhibition Dances						
	2:30-3pm: Intertribal						
	3-4pm: Exhibition						
	4-5pm: Honoring Sophia García-Robles						
	5-5:30pm: Intertribal						
	5:30-6:30pm: Dinner Break						
	6-6:30pm: Aztec Dancers						

	7-7:45pm: Grand Entry						
	7:45-8:15pm: Intertribal						
	8:15-8:45pm: Exhibition						
	8:45-9pm: Closing						
Phase 22 - Event Evaluations						5/26/2012	5/26/2012
- Green Team members, the Pow Wow committee, and any other volunteers will pass out event evaluations for each attendee to complete.							
Phase 23 - Clean Up						5/26/2012	5/26/2012
- All Green Team members, the Pow Wow committee and any other volunteer will do their part for clean up. Everyone will make sure that all waste is thrown away and recycled properly. Green Team members will ensure that all compostable waste is taken to a compost site.							
Phase 24 - Membership Evaluations and Final Items						5/27/2012	6/5/2012
- Each Green Team member will complete a self-evaluation form. All final paper work will be completed that is required by CSC.							
					Grand Total:		
		Total(s):	\$4390	\$10450	\$14840		