

Work Plan			Budget			Time Frame	
			CSC Revised Funds (original - adjustment = revision)	Leveraged		Estimated Start Date	Estimated Completion Date
Phase 1 - Proposal Application						1/20/2011	5/5/2011
- Each team member has participated in preparing all aspects of the "2011 Heal the Earth Proposal" and the Green Team is preparing to turn in an application to the UCSC Campus Sustainability Council							
Phase 2 - Find Additional Funding						5/13/2011	8/26/2011
- With the help of our fiscal liaison the Green Team will begin to ask other programs and UCSC Colleges for funding to help pay for leveraged expenses.							
Phase 3 - Scheduling Event						5/13/2011	8/26/2011
- Green Team member, Blanca, will be booking the Stevenson Event Center and Firesite Lounge. The keynote speakers will be presenting in the Stevenson Event Center and the workshops will be held in the Firesite Lounge.		Venue: Stevenson Event Center	-\$250				
THE GREEN TEAM HAS DECIDED TO SELECT THE BAY TREE CONFERENCE ROOMS FOR OUR VENUE, WHICH ELIMINATES ALL COST FOR VENUE. AIRC Director, Carolyn D. will book space.		Event Manager Fee	-\$15				
		Student Workers	-\$120				
		Venue: Firesite Lounge	-\$100				
Phase 4 - Invite Keynote Speakers						5/13/2011	8/26/2011
President, Carolyn, will invite Tom Goldtooth and Chris Peters to speak at the event and will arrange all traveling arrangements and cost. All paper work must be completed in system.		Tom Goldtooth Honorarium	-\$750				
****Tom Goldtooth was not able to be a keynote speaker		T.G. Flight		-\$750			
		T.G. Lodging		-\$280			
		Chris Peters Honorarium	\$750				
		C.P. Flight		\$386			
		C.P. Lodging		\$157			
Phase 5 - Inviting Representatives from Sustainable Works						5/13/2011	8/26/2011

- Vice-President, Michelle, will contact a representative and make arrangements for these representatives to put on two sustainable workshops during the event and Carolyn R. will arrange all travel cost.		Staff Hours for Workshops	\$2503				
***The Sustainable representatives decided not to pass out any paper work.		Workshop's Printing Costs	-\$100				
		Flight		\$842.8			
		Lodging		\$78.5			
Phase 6 - Organizing Catering						5/13/2011	8/26/2011
- President, Carolyn, will be making all arrangements with catering company.		All expenses	\$1491.25				
Phase 7- Preparing for Publicity						5/13/2011	8/26/2011
- Michelle will design posters, flyers, handbills and T-shirts which will be used to promote our event. All team members will create banners that will be posted at all colleges on campus. Blanca will be contacting OPERS for fall tableing and Chelsea will be contacting college dinning halls so we can begin promoting our event for FALL 2011.		Printing costs: Posters	\$180.52				
		Printing Cost:T-Shirts	\$653.18				
***Hand Bills were made in office, so there was no cost.		Printing Costs: Hand Bills	-\$75				
Phase 8 - Preparing for Donations						5/13/2011	8/26/2011
-Carolyn R. and Chelsea will be working on a letter that will be sent out to potential donating companies and will meet in person with potential donating companies.							
Fall Quarter 2011:							
Phase 9 - Promoting Heal the Earth event						9/22/2011	10/7/2011
- All posters, flyers, handbills, and banners will be distrubeted and posted throughout campus including all colleges, dinning halls, and at OPERS tabeling. Chelsea will write PSA announcements and contact local print publications. PSA announcements will be distributed to several radio stations.							
Phase 10 - Receiving Donations						9/22/2011	10/7/2011
- We are hoping to receive eco-friendly donations so we can put together goodie bags for our attendees. If so, each team member will help in assembling the goodie bags. We may also need food donations to help cut the cost of our catering.							
Phase 11 - Purchasing Light Refreshments and Drinks						10/5/2011	10/7/2011
- Carolyn will purchase snacks and drinks for the beginning and ending of the event from Trader Joes.		Snacks and drinks for all attendees	\$90.4				

Phase 12 - Traveling						10/6/2011	10/7/2011
- A Green Team member will pick up both keynote speakers and workshop representatives and take them to the place they are staying for the night and pick them up before the event.		T.G. Travel			-\$200		
***Chris Peters paid for his own rental		C.P. Travel			-\$250		
***A Volunteer picked up the representatives		Workshops Reps. Travel			-\$200		
Phase 13 - Heal the Earth Event						10/7/2011	10/7/2011
- Each team member will help set up in the Bay Tree Conference Rooms. Each member will do their part to make sure the event runs as smoothly as possible.	Tentative Event Schedule:						
*time of event has changed from 12-6pm to 10:30am-3:30pm	10:30-11:30am: Chris Peters will present						
	11:30am-12:30pm: Lunch						
	12:30-1:30pm: Workshops						
	1:30-3:30pm: Tom Goldtooth will show and discuss his film						
Phase 14 - Event Evaluations						10/7/2011	10/7/2011
-Attendees will be asked to complete even evaluations.							
Phase 15 - Clean Up						10/7/2011	10/7/2011
- Event will be a zero waste event. Everyone will do their part to make sure everything is thrown away and recycled properly.							
Phase 16 - Membership Evaluations and Final Items						10/7/2011	10/14/2011
- Each member will complete an event and self-evaluation. All final paper work will be completed that is required by CSC.							
		Total CSC Approved	\$6713				
		Total(s):	\$7193	3060	Grand Total: 10253		
		Final total:	\$5668.35	\$1464.3	\$7132.65		