**uVoice Monthly Action Steps 2016-2017**

*updated October 2016*

September:

* Board training
	+ Includes teambuilding
	+ Orientation to board: meeting schedule, board roles, etc.
* Administer pre-survey
* Ankeny Mental Health Ministry: Suicide Prevention Symposium
	+ Service Project is volunteering at the Symposium

October:

* Kick-off Retreat
	+ Establish components of a youth board
	+ Orientation to board: overview, introduction to grant-making, expectations, etc.
	+ Grant-Making Simulation
* Discuss monthly goals
* Define impact
	+ Q & A with a Philanthropist

November:

* Select needs assessment approach (create or research)
* Research community health issues
	+ Focus groups, expert panels

December:

* Select main focus area
* Conduct needs assessment or research existing resources
	+ Focus groups, expert panels

January:

* Gather data from needs assessment
* Grant making/simulation
* Conduct mid-year evaluations
* Create Request for Proposal (RFP) draft
* Finalize process invite only or public grant application
* Create Evaluation Process

February:

* Release RFP/invite organizations
* Plan GYSD service project
* SERVICE

March:

* Applicant organizations present to board
* Site visits
* Select grant recipient(s)
* Begin recruitment for next year’s board

April:

* Award grant monies to recipient(s)
* SERVICE: GYSD project
* Continue recruitment
* Post-surveys

May:

* End of the year celebration
* Continue recruitment
* End of year evaluation-uVoice specific
* SERVICE