



**Task List for
World Polio Day Commemoration**

HOSTS: UVU Rotaract, Orem Rotary Club

PLACE: UVU Sorensen Center 206A

DATE: October 21st, 2020

TIME: 12:00pm

For any questions please contact Yana Andersen at:

yanaymca@gmail.com

Agenda:

- 1. Dr. Baldomero Lago, CIO, UVU Office of Global Engagement**
- 2. Yana Andersen, UVU Rotaract President**
- 3. Presentation: Dr. Scott Leckman, Polio Leader, Utah Rotary**
- 4. Dean Robinson, President Elect of Orem Rotary**

Utah Valley University

Event Goals:

Through Student engaged learning model to:

1. Be informed by the presenters 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: Yana Andersen

Coordination

Leader: Yana Andersen

Task	Volunteer	Contact Info:	Due Date	Date Completed
Coordinate events activities with District Rotary and UVU	Yana Andersen		10/20	10/20
Coordinate events activities with Orem Rotary	Yana Andersen		10/20	10/20
Coordinate Gifts for Presenters	Sam Elzinga		10/16	10/18

Protocol

Task	Volunteer	Contact Info:	Due Date	Date Completed
Design brochure for the event	Yana Andersen Jose Coreas		10/16	10/19
Print 35 copies of brochure	Albeny Singh		10/16	No longer needed

Design poster for the event	Yana Andersen		10/1	10/1
Print and hang poster around UVU campus	Patricia Mo'unga		10/5	10/5
Submit poster to Amy Barnett to display digitally Abarnett@uvu.edu	Yana Andersen		10/2	10/2

Speaker Information
Leader: Albany Singh

Task	Volunteer	Contact Info	Due Date	Date Completed
Collect Bio for Baldomero Lago and provide a copy for printing brochure	Patricia Mo'unga		10/12	10/12
Collect Bio for Scott Leckman and provide a copy for printing brochure	Albeny Singh		10/12	10/18
Collect bio for presenter and provide a copy for printing brochure	Jose Coreas		10/12	10/12
Collect Bio for Dean Robinson and provide a copy for printing brochure	Jose Coreas		10/12	10/12

Logistics and Campus Outreach
Leader: Yana Andersen

Task	Volunteer	Contact Info	Due Date	Date Completed
Coordinate all presentation materials with Office of Global Engagement Contact Amy Barnett abarnett@uvu.edu .	Yana Andersen		10/14	10/14
Coordinate to insure Laptop on the day of presentation	Yana Andersen		10/20	10/20
Request power points copies from presenters	Albeny Singh		10/20	10/17

Media and Campus Outreach
Leader: Jessica Hair

Task	Volunteer	Contact Info	Due Date	Date Completed
Photography of the event	Jessica Hair		10/21	10/21

Videography of the event	Jessica Hair		10/21	10/21
Submit Write Ups for UIMF Website	Jessica Hair Patricia Mo'unga Albeny Singh Jose Coreas Sam Elzinga Yana Andersen			