Let me know if I have left anything off 

**Career Development Month TO- DO’s**

**Nominations** (CIS will send these to Vicki and to Jennifer on the ICDA Board)

1. Nominations from Field
	1. Mary Knapp
	2. Susan Jenkins
2. CIS nominations (CIS need to finished- Christian to do)
	1. JKAF
	2. Rod Stearns

**Write up small blurb/speech for each nominee**

1. CIS team to look at last year’s and create something similar
2. Send to Vicki, Kay, Jennifer and Amy

**Notify Winners**

1. Wait to notify until we know when signing ceremony/ ICDA social will be
	* Vicki will do
2. No later than the end of September, beginning of October to give them a month for planning

**Invite DOL Staff and Management (Terry to send out)**

*Get verbiage from what Vicki will be sending out to everyone else*

1. Let DOL staff know this is a joint effort this year by DOL/ ICDA
2. Send invite to Roger, Georgia, and Area Managers first
3. Send invite to “Everyone” group in Outlook
	1. As soon as we know the date we need to contact Cheryl Ausman to put on Roger’s calendar
	2. Express that if Roger would like to talk he is more than welcome to do so.
		1. If he would like to make sure he gets a copy of the speech so he can refer to that.
	3. Need to get on Georgia’s calendar as well
4. Follow up email to go the week before

**Outreach Materials (Post November 1st)**

1. News Bulletin- Terry at CIS
2. CIS Portal- Terry at CIS
3. ICDA Site- Amy Brady
	1. Amy to work with Terry to link to what CIS has

**ICDA Budget for Events and Awards**

1. Look into and report back to the Board- Lindsi
	1. Determine budget
	2. Needs to happen in the next week so we are ready to go when we notify winners and set social date

**Awards/Plaques**

1. ICDA will order/ create the awards/ plaques- Jennifer
2. ICDA will ship to any winner not available to attend the day’s events

**Proclamation**

1. Done, in hand.  Post November 1st
	1. CIS- Terry
	2. ICDA- Amy Brady
		1. Sent to Amy Brady 9/12/12

**Governor Office Signing Ceremony – Vicki**

1. Communicate with Bobbi Jo Meuleman to determine if this is will happen
	1. I provided Bobbi Vicki’s contact information.  I’d follow up in 2 weeks if you have not heard anything.
	2. Ask if it is okay to give awards away during the signing ceremony
	3. Bobbi-Jo.Meuleman@gov.idaho.gov
2. Invite Partners – Kay/ Vicki
	1. Lists sent to Vicki 9/12/12
	2. Keep a list of RSVP’s, you will need to provide this to the Gov. Staff in advance
		1. Example from last year attached
	3. If we have the OK to give awards away send the write up on each person to the Gov. staff.

**Career Development Social Day of…**

1. Invite partners- Kay/ Vicki
2. Set Day and location- Kay
3. Present awards- MC of event
	1. Narrate the write up/Speech
4. List of attendees to Gov. - Vicki