

FOIA MARKER

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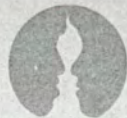
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[President's Summit] [Loose]

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PHOTOCOPY
PRESERVATION



POINTS OF LIGHT
FOUNDATION

1737 H STREET, NW
WASHINGTON, D.C. 20006

11/11

Shurley -

This is the version that went
to Ray Chambers & that has been
prepared for Pew if Harris feels we need
to send them something right away -
some of this was "made up" at Bob's
direction to make it look good!

Ken

THE CITIZEN SERVICE SUMMIT

Connecting Americans To Get Things Done For the Next Generation

*A First Convening of the People and the Presidents to Connect Our Communities
and Commit to Service as an Effective Way to Tackle the Most Serious
Challenges Facing the Next Generation of Americans*

A STATUS REPORT

Prepared For

The W. K. Kellogg Foundation

November ⁷~~6~~, 1996

Notes on Technology

Invitation Team

Timeline

December 2, 1996	Send letter to state commissions and governors
December 6, 1996	Receive notification of intent from state commissions
December 9, 1996	Meet to determine communities where state commissions do not take the lead. Divide states among team members.
December 10, 1996	start recruitment process in states where team determines the community. Have letter and materials ready to send to them as soon as they commit to the process.
January 17, 1997	State Commissions notify us of the communities they have chosen
January 21, 1997	Invitation team meets to look at communities and determine if there are gaps that need to be filled; assignments are made.
February 21, 1997	State Commissions, Convening Individuals and State Delegations submit name to us for formal invitations.
March 3, 1997	Formal invitations issued with logistics package

The missing piece here is the overlay of the at-large invitees.

Invitation Team

Pieces to go in invitation packet to State Commissions:

- cover letter
- sample timeline
- criteria for choosing communities
- criteria for choosing delegates
- copy of letter to governor
- sample selection process information
- letter of intent
- community list form
- delegate list form
- piece on youth involvement
- information on how to access scholarship funds

Questions on which we need input - your good thinking.

Logistics:

1. We have said that delegations will be 10 people plus an overlay of a Leadership 18 person, making delegations number 11 - can we handle that? We also said each delegation should bring a facilitator - does that make the delegation 12? Or do we suggest strongly that one of the 10 should be the facilitator? Can we handle delegations of 12?
2. We built 8 weeks into the timeline for sending formal invitations and logistics package. Is that enough time for the individuals to make travel arrangements?
3. We have also said that states with only one delegation may petition for an additional delegation if they are recruiting a special community - i.e. rural... This could bring the delegation count up to almost 140, although they could be smaller than 10 person delegations, will this break the bank - and the system?

Youth:

1. Can you realistically support the effective engagement of youth into delegations - especially those under the age of 18? What will it take to do that? Are there outside technical resources we can offer up?

Communications:

1. When do you need our packet of information to standardize and polish it for a December 2nd mailing?
2. In general, what amount of time do we need to build into our timeline for message and look?
3. Are you planning a Web site as part of communications plan and can we put that information in the invitation packet going out on December 2?

Things we need from other teams (timeline?)

Youth:

1. Piece on youth involvement and support to local delegations for this integration.

Commitments:

1. Piece on the local commitment.

Communications:

1. Fact sheet on Summit.

Fundraising:

1. Piece on tapping scholarship funds