

CFPA LOCAL FLUID POWER CHALLENGE ACTION LIST

V.1

Note: Some of the actions below can be optional (**Req'd** box blank below) depending on local circumstances.

Action items in **red** have related files on the **Local Challenges Resources page**.

Req'd	Action	Assigned To	Status
✓	Confirm dates and venues: Workshop Wed Apr 27, Challenge Day Tue May 17;	Neil	Done
✓	Decide on this year's problem		
✓	Prepare Challenge budget		
	Teacher tour: find venue		
	Teacher tour: arrange transportation		
✓	Find judges: John Doe 1, ...		
✓	Invitation to schools: prepare message		
	Approach School Board SO's for funding		
✓	Send invitation to schools		
✓	Acknowledgement notice to participating schools		
	Phone calls to principals of participating schools advising them of the need to make appropriate arrangements so that teachers get adequate time to work on the Challenge with their students		
	Send out call for local sponsorships		
	Follow up for local sponsorships		
✓	Determine materials required and costs		
	T-shirts: redesign & order		
✓	Documentation for Workshop & Challenge: preparation		
✓	Documentation for Workshop & Challenge: printing		
	Banner: design, produce and bring		
	Signage for Workshop (directions)		
✓	Schools and sponsors list		
	Retrieve championship trophy from previous winner		
	Medals (5 for winning school)		
✓	Prepare invoices for schools		
✓	Prepare media permission forms for students		
✓	Prepare team registration forms		
✓	Email invoices, permission forms and registrations forms to teachers		
✓	Template for positioning problem elements		
	Workshop drinks and snacks		
	Workshop pizza		
	Pre-competition media release		
	Competition Day drinks and snacks		
	Competition Day pizza		
✓	Table signs for Competition Day		
✓	Name tags		

✓	Receipts from registration fees for each school		
✓	Post Challenge media release		
✓	Certificates for students		
✓	Feedback form to teachers		