

Operational Planning
 Document:
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 Operational Theme:




Hearts in the Park







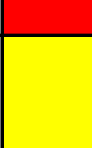
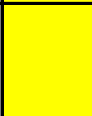





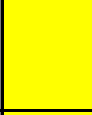
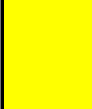
8/13/2020

Communication, Organize, Promote

Event date:
September 1st, 1100 - 1400
 Money deadline: Aug 21
 Supply Deadline: Aug 24
 Care package assembly:
 Aug 28-30

Status Code:

 Complete
 Follow Up Needed – Wait for more information
 Action Needed Soon

Item/Issue to Address	#	Item/Issue Breakout	Who is Responsible?	Due Date	Last Update	Status	Action / Update
Foot Care Booth	1	Volunteers Needed: 2-4 RNs/CNAs - wound care and washing	Sarah Osrivschi, Olivia Pieper, Ta Her, Sue Bennett	08/31/20	08/13/20		
	2	50 Water Bottles for Washing Feet					
	3	Gentle Soap/Cleanse					
	4	Wash Cloths/Bath Towels					
	5	Garbage Bags					
	6	Tubs for Soaking					
	7	50 Mini Nail Cleaning/Trimming Kits	Katie Cramer	08/17/20			Waiting for response from Dollar General for donation.
	8	30-50 Toe Nail Clippers	Katie Cramer	08/17/20			Waiting for response from Dollar General for donation.
	9	Wound Ointments/foot powders	Katie Cramer and Jeremiah	08/17/20			Monday, will be going through GP supplies.
	10	Gauze wraps/bandages	Katie Cramer and Jeremiah	08/17/20			Monday, will be going through GP supplies.
Family Medicine Resident Booth	1	1-2 volunteers to sanitize supplies if needed					
	2	1-2 MD's	Katie Cramer	08/24/20			Left 2 voicemails with Dr. Paul Kalus.
Hair Cuts/Beard Trims Booth	1	1-2 volunteers to sanitize supplies if needed					
	2	Hair stylist 1	Katie Lesch				Need confirmation of hair stylist, bringing their own supplies.
	3	Hair Stylist 2	Anita Reinart				Need confirmation of hair stylist, bringing their own supplies.

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	4	Barbar	Anita Reinart				Need confirmation of hair sylist, bringing their own supplies.
Blood Pressure Booth	1	3-4 volunteers, with their own stethoscopes	Tyler Billman, Macala Hale, McKenna Pedretti	08/24/20	08/13/20		Need confirmation on supplies.
	2	3-4 Blood Pressure Cuffs	Jeremiah Galvan	08/24/20	08/13/20		Gathering supplies on Monday.
Mask and PPE Station	1	1-2 volunteers to pass out supplies to hearts or volunteers					
	2	100 donated Masks for population we are serving		08/20/20	08/13/20		
	3	Numberous S, M, L, XL box of gloves for hands on stations		08/20/20	08/13/20		
	4	100 mini bottles of sanitizer		08/20/20	08/13/20		
Dublin's Food Drop Off	1	1-2 volunteers to maintain tidyness and help serve food	Amanda Mullally	08/20/20	08/13/20		In communication with Dublin's, waiting for updates.
Med Spec Hygine Bag Drop Off	1	1-2 volunteers	Christine Parry, Megan McArdle	08/20/20	08/13/20		
	2	2-3 volunteers Packaging/Purchasing Day 1					Need more.
	3	2-3 volunteers Packaging/Purchasing Day 2					Need more.
	4	2-3 volunteers Packaging/Purchasing Day 3					Need more.
	5	70 bags to house supplies	Jeremiah Galvan	08/20/20	08/13/20		
Housing and Resource Booth	1	1 volunteer	Sandra Brekke (population health), Julie (Director of Collaborative to End Homelessness)	08/20/20	08/13/20		In communication with Katie Cramer about providing resources and registering hearts.
	1	1-2 volunteers - runners for supplies	Emma, Wurtz, Emma's fiance	08/31/20	08/13/20		

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Donations Table - Catholic Charities	2	money lock box	Kayli Posvic	08/20/20	08/13/20	Follow Up Needed	Reaching out to family today, 8/13/20.
	3	money box holder	Emma Wurtz	08/31/20	08/13/20	Complete	
Set Up Crew	1	5-10 volunteers	Katie Cramer, Kayli Posvic, Emma Wurtz, McKenna Pedretti and Patrick	08/31/20	08/13/20	Follow Up Needed	Could use more.
	2	Vehicles for transport (preferably trucks)	Katie Lesch	08/30/20	08/13/20	Action Needed Soon	Contacting family/community.
Cleaning Crew During Event	1	3-6 volunteers	Katie Lesch	08/20/20	08/13/20	Follow Up Needed	Need confirmation of names.
	2	garbage bags				Action Needed Soon	
Tear Down Crew	1	5-10 volunteers	Katie Lesch	08/20/20	08/13/20	Follow Up Needed	Need confirmation of names.
	2	5-10 volunteers	Katie Cramer, Kayli Posvic, Emma Wurtz, McKenna Pedretti and Patrick	08/20/20	08/13/20	Complete	
	3	garbage bags				Action Needed Soon	
	4	Vehicles for transport (preferably trucks)	Katie Lesch			Follow Up Needed	Need confirmation of vehicles.
Supply Storage	1	Locking items in Med Spec briefing room, or GP storage	Jeremiah Galvan	08/15/20	08/13/20	Complete	
Marketing	1	Mission Statement	Katie Cramer	08/20/20	08/13/20	Follow Up Needed	In process of contacting sources.
	2	Radio Ads	Amanda Mullally	08/20/20	08/13/20	Follow Up Needed	In process of contacting sources.
	3	News station contact	Jeremiah Galvan	08/20/20	08/13/20	Follow Up Needed	In process of contacting sources.
	4	Gundersen Bridges	Lisa Lock	08/17/20	08/13/20	Follow Up Needed	In process of contacting sources.
	5	WXOW	Katie Brunner	08/20/20	08/13/20	Follow Up Needed	Waiting to hear back form station.

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	6	La Crosse Parks and Rec	Amanda Mullally	08/17/20	08/13/20		Waiting for paperwork from Katie Cramer.
	7	La Crosse Independent	Katie Cramer	08/20/20	08/13/20		In process of creating article.
Fund and Donation Management	1	Gundersen Foundation	Katie Cramer	08/15/20	08/13/20		Waiting for call back from leadership.
	2	Donation to Housing Initiative	Katie Cramer	09/02/20	08/13/20		Post event task.
	3	Out reach to community	All	08/31/20	08/13/20		Ongoing until post event.
Misc.	1	15 tables	Lisa Lock	08/27/20	08/13/20		Contacted Enviromental Services for transport, need confirmation.
	2	40 chairs	Lisa Lock	08/27/20	08/13/20		Contacted Enviromental Services for transport, need confirmation.
	3	9 boxes of wipes or 9 bottles of cleaner	Jeremiah Galvan	08/27/20	08/13/20		Monday, going through GP supplies.
	4	9 stacks of paper towels	Jeremiah Galvan	08/27/20	08/13/20		Monday, going through GP supplies.
	5	garbage bags					
	6	Security, 4-5 officers	Christinia Gilliam	08/27/20	08/13/20		Waiting for response from La Crosse, PD.
	7	9 Signs for each booth.	Kayli Posvic	08/27/20	08/13/20		Purchasing supplies this week.