To: Mrs. Van Schenck

From: Miles Coutts

Date: 2/20/2015

Subject: Progress report #3: getting date settled, working on Webley, and working on Time Log.

Previous Background: I have gotten work done on the Webley, the flyer, and I’m still waiting to hear back from the Virginia Beach Parks and Recreation for permission.

Time Frame: 2/8 -2/13

Hours Spent: 2 hour at home

Work completed:

* Webley home page
* Flyer
* Got a date from Kingston Elementary March 28 9am-1pm
* Called Virginia DAV Thrift store and they approved the time and date

Work Scheduled:

* Finish up the Time log
* Hand out flyers
* Go to Kingston and get an event form and fill it out for a record for the event

Problems Encountered:

* The closing of the schools for several days for both staff and students made it difficult for me to get in contact with Kingston

Reflective Journal:

The VB parks and recreation guy told me that Brill Field has an agreement with the soccer group Rush for every Saturday till the end of May. He said because of that I might have to coordinate my event through Kingston Elementary school because they have a lot of land on the other side. This would be easier because it wouldn’t interfere with the Rush agreement, and the school is a lot easier to communicate with than the Brill field coordinator.

I am now going to contact both the principle and the activities director for the school about my project. This is because they both are very important to what happens on school grounds, and/or will get me in contact with whomever is in charge of weekend activates at the school. This will also help me by giving me a calendar of when they are and are not available on Saturdays, which is the day that the Virginia DAV trucks are always available. I intend on having a meeting with whoever is in charge of the week end activities so we can get all the details figured out.

I have acquired a donation truck from the Virginia DAV. This truck will both hold and transport any and all donations made towards my event. Originally I emailed the National DAV and asked for permission for a donation truck. They informed me that they do not accept donations, but that I should get in touch with the Virginia DAV since they have donation centers and trucks that I can use during my event.

I am no longer going to plan on using the parks and recreation coordinator for my project, and instead I will go through Kingston Elementary. This decision makes me feel more confident because normally administrations through schools are more reliable than coordinators through recreations or organizations since they deal with helping students more often.