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 got back with the VA Parks and Recreation about going through the school instead

Time Frame: 2/13 -2/20

Hours Spent: 2 hours 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
* My consultant is out of town so I can’t contact him about the date but I will do it as soon as possible.
* I heard back from the Virginia Parks and Recreation coordinator and he told me during our last conversation to my understanding that he would see if I could get permission but when he wrote me back he said he couldn’t do it and that I would have to call Rush myself which was going to take too long

Reflective Journal:

Last week I decided to change venues for my project to Kingston Elementary School. This week with the snow it was hard but I got in contact with Kingston and they approved. The next step was to get in contact with the Virginia DAV Thrift store. Which I did and now the truck will meet me there.

Once I got in touch with Kingston it was easy going from there. The school is very nice and easy to communicate with. I was able to get the date and time settled in one day. That is the fastest time I have gotten anything done when it comes to time and location. I feel like once I said that I used to go there the Assistant Principle Mrs. Davis opened up and said that I could use the school. She also said that her daughter was in the LSA and graduated three years ago.

I have acquired a donation truck from the Virginia DAV Thrift store. This truck will both hold and transport any and all donations made towards my event. When I called the Virginia DAV Thrift store and asked to see if the truck was available on the date and time. They said that the truck will be there when I need it. The woman who helped me last time I called said when I call back with a date and time to give the person who answers her name. As the receptionist answered I asked if I could talk to Gina, and he connected me to her.

Now All I got to do is send flyers around my neighborhood and at both schools. I will send out flyers to the churches in my neighborhood to get volunteers. I know a lot of people who go to the churches, some are students like me others are adults either way they can get word out about the project. I will be asking for volunteers from the class to help load the donations in to the truck. Everyone else will just be there for dropping off donations while those from school will be helping with the loading and sorting.