To: Mrs. Van Schenck

From: Miles Coutts

Date: 3/2/2015

Subject: Progress report #4: getting speech set up, working on flyer and working on Time Log.

Previous Background: I have gotten work done on the Webley, the flyer, and I have confirmed the time and location of my project.

Time Frame: 2/20-3/2

Hours Spent: 3 hours at home

Work completed:

* Webley home page
* Revised Flyer
* Half of the speech is done

Work Scheduled:

* Finish up the Time log
* Fix 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 the event form from Kingston.
* As I was creating a revised flyer to include my speech and the topic of the speech my computer crashed and deleted all the work I had done.
* I have realized that I am used to getting work done without having to communicate it with someone else who I don’t see on a daily bases, or at all. I have not been communicating with Mr. Spruill as I should be about a lot of the information, I am hoping that won’t cause any problems

Reflective Journal:

Now that I have gotten the biggest things settled, my date and time, I can now focus on the minor details. For example my flyer didn’t have the fact that I was going to be giving a speech at the event for the volunteers and that I need volunteers to help with the loading of the donations into the truck. Something else I can do now while I am working on my flyer is think about how I am going to distribute my flyers.

While I was working on how to make a new flyer, because the old one’s set up was not very useful for what I need, my computer crashed. When it finally rebooted it had erased all the progress on the new flyer with all the correct information on it. I had added more stuff for people to bring to donate, added the fact that I need volunteers to help with the loading of the donations, and that they will be the ones hearing the speech so while they are helping they can tell people what this is for and why I am doing this.

I have already talked with my family about where to hand out my flyers. I was planning on handing out the volunteer forms out during senior project and the donation flyers were going to go out to my church, in Kingston Elementary, in FC, and all throughout my neighborhood. This will get a huge turn out because I know the topic will hit close to home for many people in my neighborhood because there is a huge military presence in my neighborhood. Besides everyone has items that they want to donate so why not give them a chance to donate.

Now that some of the major things are done I need to hit the next biggest thing, the speech. I need to make sure I hit all the major topics in my speech. What I mean by that is that I need to make sure I do not ramble on and on which I have a tendency to do. The speech needs to say what we, the volunteers and I, are doing here, why we are doing this and why did I choose to do a donation drive of all things.