

I-CAPS Recruitment Task List

FY14 Spring Cohort

Staff Member	Activity	Items Needed	Status / Notes
Tricia W.	Work with marketing to request full page ads for I-CAPS during November in the Rochelle paper and the Chronicle	Cost estimate	Marketing contacted 10/31/2013
Tricia W.	Obtain I-CAPS ad in 8.5x11 format for distribution	Marketing to reformat flyer	Marketing contacted 10/31/2013
Tricia W.	Request web banner on the College website	2014 I-CAPS Curriculum Guide for link	Requested 10/31/2013
Tricia W.	Coordinate mailing of I-CAPS materials to AE adjunct faculty	Updated curriculum guide and I-CAPS flyers. (Kristine and Tricia will provide.)	Mailing completed to adult education adjunct faculty.
Kristine A.	Ask current I-CAPS students for ideas to recruit other students		Completed.
Kristine A.	Repeat postcard mailing to manufacturing HR contacts	May need more postcards	
Kristine A.	Update curriculum guide to include 2014 spring I-CAPS courses	Course list – confirmed by I-CAPS team 10/31/2013	Updates sent to Lindsay B. and Kayte H on 11/1. Will be completed by 11/8. Kristine will make copies.
Mary Ann K.	Visit the following adult education classes to recruit students for I-CAPS: <ul style="list-style-type: none"> • WPCH: M/W am and afternoon • RUMC: M/W & T/Th • Young Adult GED 	Updated curriculum guide, I-NAM brochures, and I-CAPS flyers. (Kristine and Tricia will provide.)	
Kim T.	Visit the following adult education classes to recruit students for I-CAPS: <ul style="list-style-type: none"> • WPCH: T/Th • SHS: M/W & T/Th 	Updated curriculum guide, I-NAM brochures, and I-CAPS flyers. (Kristine and Tricia will provide.)	

NOTE: All materials should reflect the following deadline for contacting the Career Navigator: 12/13/2013