

TASKS	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.
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**TASK 1:** Obtain 501(c)(3) to establish to board's legal and financial framework, enabling it to better serve the community and secure funding.

Create Articles of Incorporations and file with the state of Arizona	Active	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed
Apply for EIN from the IRS	Completed	Active	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed
Create organizational bylaws	Active	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed
Prepare IRS Form 1023 or Form 1024, Application for Recognition of Exemption, including narrative of activities, financial projections and information, schedules, additional notes, and supplemental materials	Active	Active	Active	Active	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed
Review application materials & submit	Completed	Completed	Active	Active	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed
Respond to any IRS follow up questions or requests	Completed	Completed	Completed	Completed	Active	Active	Active	Active	Active	Active	Active	Active

**TASK 2:** Develop and/or adapt workforce development trainings focused on recovery home management and compliance to enhance the quality of care, credibility and efficient operation of recovery homes.

Determine training goals for the year (e.g., develop and deliver 2 trainings)	Active	Active	Active	Active	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed
Assess ready-made materials and identify need for new material	Completed	Completed	Completed	Completed	Active	Active	Completed	Completed	Completed	Completed	Completed	Completed
Develop new training material for trainings	Completed	Completed	Completed	Completed	Completed	Active	Active	Active	Completed	Completed	Completed	Completed
Schedule training sessions and market to reach a broad audience	Completed	Completed	Completed	Completed	Completed	Completed	Active	Active	Completed	Completed	Completed	Completed
Conduct trainings	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Active	Active	Active	Active	Active

**TASK 3:** Establish collaboration with state agencies (e.g., AHCCCS and ADS) to strengthen the board's ability to advocate for policies that improve the effectiveness and public perception of recovery homes.

Identify key contacts	Active	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed
Schedule meetings	Completed	Active	Active	Active	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed
Draft goals for collaborations	Completed	Completed	Completed	Active	Active	Completed	Completed	Completed	Completed	Completed	Completed	Completed
Follow up and finalize agreements	Completed	Completed	Completed	Completed	Completed	Active	Active	Completed	Completed	Completed	Completed	Completed

**TASK 4:** Find funding opportunities to ensure sustainability of the board and its continued development and infrastructure to support its mission and vision.

Research potential funding sources	Active	Active	Active	Active	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed
Draft grant proposals	Completed	Completed	Completed	Active	Active	Active	Completed	Completed	Completed	Completed	Completed	Completed
Submit applications	Completed	Completed	Completed	Completed	Completed	Completed	Active	Active	Active	Completed	Completed	Completed
Follow up on applications	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Active	Active	Active	Active	Active

**TASK 5:** Identify and attend conferences to enhance networking, visibility, credibility, advocacy, professional development, and community engagement.

Identify relevant conferences	Active	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed
Plan attendance and or speaking engagements (This may include contacting event organizations, submitting proposal to speak and registering for events)	Completed	Active	Active	Active	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed
Arrange travel & accommodations	Completed	Completed	Active	Active	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed
Develop presentation and materials	Completed	Completed	Completed	Active	Active	Active	Completed	Completed	Completed	Completed	Completed	Completed
Attend event and network with attendees/stakeholders	Completed	Completed	Completed	Completed	Completed	Completed	Active	Active	Active	Completed	Completed	Completed
Follow up with contacts made during events	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Active	Active	Active