# 63576 Enviro Logo FINAL.jpgMORNINGTON PENINSULA SCHOOLS’

ENVIRONMENT WEEK COMMITTEE inc.

ABN: 47.881.195.370 [www.morningtoneweek.com.au](http://www.morningtoneweek.com.au)

**Connecting Children to their Environment and Fostering a Sustainable Future**

**Action Timeline 2018 - 2019**

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| **Thursday 26th July 2018** | **AGM** | * Annual Report * Future of E Week * Dates for 2019 |
| **Thursday 16th August 2018** | **MEETING** | * Election of Committee * Roles & Responsibilities * Initial Program ideas |
| **Thursday 13th September 2017** | **MEETING** | * Update program * Personnel * Publicity Drive * Sponsorship |
| **Beginning Term 4** | **2019 PROGRAM INFORMATION SENT TO SCHOOLS** | |
| **Thursday 11th October 2018** | **MEETING** | * Review Mission Statement & Guidelines * Review action on programs * Facilities and Logistics * Risk Management Plan review |
| **Thursday 8th November 2018** | **MEETING** | * Finalise activities/programs * Review Personnel needed * Emergency & Traffic Management Plans ratified * Site Plan & Facilities |
| **Monday 3rd December** | **BOOKINGS OPEN** |  |
| **Thursday 6th December** | **Tentative Meeting Date** |  |
| **Tuesday 29th January 2019** | **SCHOOL RESUMES. Reminder sent to all schools** | |
| **Thursday 14th February 2018** | **MEETING** | * Review personnel needed * Finalise Site Map * Review numbers * Review Roles and Responsibilities * Finalise Personnel needed |
| **MONDAY 4TH MARCH 2019 BOOKINGS CLOSED** | | |
| **Thursday 14th March 2019** | **MEETING** | * Facilities & Program Review * Develop Roster * Final arrangements |
| **MON 25th  – THURS 28th MARCH ENVIRONMENT WEEK** | | |
| **Monday 25th**  **Thursday 28th** | Official Opening. Sponsors lunch & certificate presentation  Present volunteer & Presenter certificates at lunch time | |
| **Friday 5th April 2019** | **Term 1 Ends** | |
| **Thursday 26th April 2019** | **MEETING** | * E Week Review * Set dates 2020 * Future Directions |
| **Thursday June 2019 TBA** | **AGM & COMMITTEE MEETING** | * Election of Committee |