



**Annual Plan of Work  
January 1, 2019 – December 31, 2019**

Committee Name	Marketing
Committee Members	Matt Benge (Chair), Danae Wolfe, Alda Norris, Amy Parrott, & Moses Mike

Please provide a brief scope of work of the committee.	The Marketing Committee plans and executes NAEPSDP information materials via the association newsletter, Facebook, and email system.
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Specific Item to Accomplish	Responsibility (Names of people assigned to item)	Key Contact (Person who will serve as a key contact for item)	Goal Date (Anticipated completion date)	Completion Date (to be filled in when completed)
Newsletter	Moses Mike	Moses Mike & Matt Benge	3-4x per year	
Facebook page (open)	Alda Norris	Alda Norris & Matt Benge	Ongoing	
Facebook group (for members)	Danae Wolfe	Danae Wolfe & Matt Benge	Ongoing	
Conference giveaway	Committee	Matt Benge	Dec 2019	

Budget Request Item:	
Conference/recruitment/other materials for membership	\$1200
Board shirts	\$150
Shipping of materials for conference	\$100
<b>TOTAL:</b>	<b>\$1,450</b>

To add more lines, place curser after the last box of the last row. Hit “tab.” Another row should appear.

***Submission instructions:***

- Rename the document with your committee name such as: 2019 Membership Committee Plan of Work.doc
- Post in the BOX, folder “2019 Committee Work Plans” or email to [jhuettem@purdue.edu](mailto:jhuettem@purdue.edu).