

months/weeks before Gulf Wars Activity Task

Month of

8 months prior June Calculate budget for department
Train/Refresh Department Heads on Jotform/Goggle Calendar

7 months prior July 5-6 months prior Sept/Oct 5 Discuss war points and major activities with
sponsoring Crowns Enter Activities into Jotform
and block off locations/dates/times

months prior Oct Test Jotform setup
Upgrade Jotform to Bronze

procedure

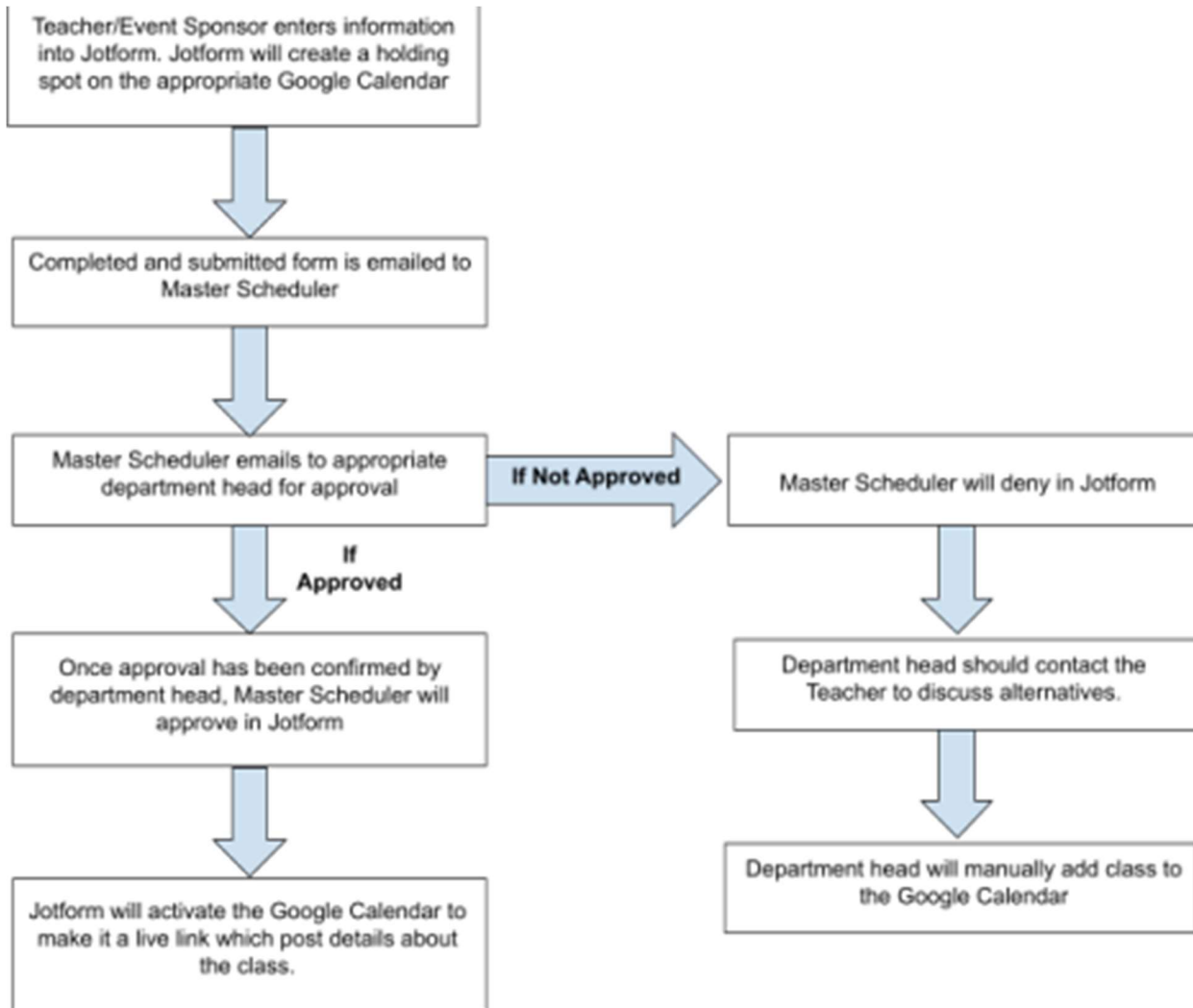
4 months prior Nov Work with Social Media Officer for initial class/activity promotion 3 months prior
Dec Work with Social Media Officer for class/activity promotion 2 months prior Jan Work with Social
Media Officer for class/activity promotion 1 month prior Feb Work with Social Media Officer for final
class/activity promotion Check spelling and layout of class info in jotform google sheet

2 weeks prior Feb 1 week prior Mar Verify all classes have been approved in
Jotform Verify all teachers have been
notified Disable questionnaire from website
Downgrade Jotform to free version

Print google sheet for site book

Week of Gulf Wars Mar Assist department heads with changes to the live goggle calendar

Summary of Jotform Process



months/weeks before Gulf Wars Test Jotform setup
Month of 5 months prior Oct
Activity Reason for Cost Cost Upgrade Jotform to Bronze 35.00
 4 months prior Nov Upgrade Jotform to Bronze 35.00 3 months prior Dec
 Upgrade Jotform to Bronze 35.00 2 months prior Jan Upgrade Jotform to
 Bronze 35.00 1 month prior Feb Upgrade Jotform to Bronze 35.00 1 week
 prior Mar Upgrade Jotform to Bronze 35.00 **TOTAL 210.00**