Work Order 2/24/16

**Mission Statement**: Find mission statements about the homeless, copy and paste in a word document. Google search: mission statement homeless, and then add CT to the search.

Find about twenty mission statements, read them and then create our mission statement.

**Legal Structure**: two students look up legal structures for nonprofits. Look at our past business plans to see what legal structures we were. Use them as a guide. Come up with our legal structure.

**Letter of Intent and Letter of proposal** completed.

**Objectives**: What are our objectives and values? Again Google search homeless shelter values, and then objectives. Then make a list of thing you think should be our values and objectives.

**Building the website**: What are our pages that we are going to build? Use word press to accomplish this. David, do a WordPress tutorial. Tinyhomeshelp.org… this already exists.

**Products and services**: What product and services are we going to offer? Come up with a list…again google this and see what other groups are providing. Understand we are a bit unique because we are focusing on Tiny homes and how they can be used to help the homeless.

**Agree on the final logo**

**Marking Materials:** Make marking materials for the project… brochure, business cards, t-shirt designs… look at all projects and see what they did.

**Music:** Finish the production of jingle or song

**Cost:** What will it cost to construct this tiny homes village? Look up information on the cost of tiny homes. Collect the data on a word document.

**Customers:** what does our customers look like, Demographics, Geographic’s, Personalities, Behaviors, Income… again search the web to help describe what our customer would look like.

**Commercial:** start to set up the commercial, storyboard… what will the needs be for the commercials?