

VIP List Development Process Step Table

PURPOSE: To develop and maintain contact list of key partners.

SCOPE: From the district to state office.

Step Action – a verb sentence	Responsibility Any position that is accountable for the completion of this step.	Inputs Items needed to complete the step (forms, tools, people, etc)	Control Practice Standard, Policy, Regulations, etc.	Output Completed object, form, reviewable product, or demonstrated knowledge.
1. List local existing and potential partner and stakeholder organizations including local media.	<ul style="list-style-type: none"> • District Conservationist (DC) • Public Affairs Officer (PAO) • State Technical Committee 	<ul style="list-style-type: none"> • Phonebook • Internet • Local contacts • Computer resources 	<ul style="list-style-type: none"> • State Office VIP list 	<ul style="list-style-type: none"> • List of VIPs
2. Contact VIP organizations, producers, and stakeholders for main contact name and information (phone numbers, addresses, and emails).	<ul style="list-style-type: none"> • DC • PAO 	<ul style="list-style-type: none"> • Phonebook • Internet • Local contacts • Computer resources 	<ul style="list-style-type: none"> • State Office VIP list 	<ul style="list-style-type: none"> • Contact names and information for members of VIP list
3. Create email list.	<ul style="list-style-type: none"> • DC • PAO 	<ul style="list-style-type: none"> • VIP List contact information • Computer resources 	<ul style="list-style-type: none"> • State Office VIP list 	<ul style="list-style-type: none"> • Email address group for distribution of material to VIP email list
4. Create VIP Excel spreadsheet.	<ul style="list-style-type: none"> • DC • PAO 	<ul style="list-style-type: none"> • VIP List contact information • Computer Resources 	<ul style="list-style-type: none"> • State Office VIP list 	<ul style="list-style-type: none"> • Tool for creating mailing labels and completing mail merges for letters
5. Updating VIP list every six months.	<ul style="list-style-type: none"> • DC • PAO 	<ul style="list-style-type: none"> • VIP List contact information • Phonebook • Internet • Local contacts • Computer resources 	<ul style="list-style-type: none"> • State Office VIP list 	<ul style="list-style-type: none"> • Current VIP list

Field Checked: September 16, 2005

Approved: /s/Richard Van Klaveren
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