

Biweekly Journals/Status Reports

a) Tasks/Activities/Duties Performed

I met with my supervisor to discuss the upcoming conference and my role/responsibilities in planning. I had a second meeting with the larger planning committee, which included my faculty advisor and other interns who are involved in planning for the conference. I had tasks to follow up on from these meetings: 1) I drafted the invite to local partners and sent it to the planning committee for feedback and 2) I contacted two of the potential speakers to see if they'd like to come to the conference and received a positive response from one of them. I will have to follow-up with the other speaker again next week. I worked three different days for 4 hours in the soup kitchen serving and cleaning up after the lunch time meal.

I attended a meeting of the Cumberland County Food Security Council and was able to meet others who are working on hunger issues in the county. There is an opportunity to participate in implementing a survey of students in Portland public schools. I plan to ask my supervisor if I could participate as a part of my internship.

I attended an all-staff meeting at my host site and learned more about the other programs and departments at the agency

b) Skills/Information Learned

I received good feedback on the invite I drafted. I was advised to include the names and logos of all of the host organizations because some people may have awareness of and/or relationships with these groups, and seeing their name/logo will increase the chance that they decide to attend the event.

During the staff meeting I learned about the shelter, teen programs, and "housing first" approach that they use here. I have an increased awareness of why finding a job is hard for someone struggling with homelessness and other issues. People need to meet their basic needs first before they can start planning for their future.

c) Problems Encountered and How They Were Solved

There was a snow day and several scheduled meetings were canceled and/or postponed. I made up those hours by working a second morning/breakfast shift in the soup kitchen.

d) Days, Dates, and Hours Worked

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	2/12: 1 hr.	2/13: 6 hrs.	2/15: 4 hrs.	2/16: 1 hr.		
		2/20: 6 hrs.	2/21: 4 hrs.	2/22: 1 hr.	2/23: 1 hr.	