



**2017 - 2018 Calendar At-A-Glance
Marshfield Clinic AmeriCorps**

Weekly		
Weekly	Face-to-face meetings scheduled between member & supervisor	
	MEMBER: Submit timesheets every Wed by 9AM for the previous week's hours	
	HOST SITE SUPERVISOR: Approve or reject last week's timesheet every Fri by 9AM	
September		
<i>11th - 9/11 National Day of Service & Remembrance</i>		
Sept 11-14 (through the 15th for Recovery)	<input type="checkbox"/>	Member orientation - Rosholt, WI
Sept 12	<input type="checkbox"/>	Volunteer WI/Recovery Host Site Supervisor Orientation, 10AM-5PM, Rosholt
Sept 15 or 18	<input type="checkbox"/>	Member start date at host site; coordinate time and date in advance
Sept 19	<input type="checkbox"/>	Required Webinar: Conflict Resolution, 11 AM-12 Noon. Link to recording: https://attendee.gotowebinar.com/register/843568795799747331
Due Sept 22	<input type="checkbox"/>	Member host site contact information. Email to cco@marshfieldclinic.org
Sept 28	<input type="checkbox"/>	Member Open Forum Teleconference (optional), 9-10AM. Dial: 1-866-252-0050; Then enter PIN: 4264971#
October		
<i>28th - Make a Difference Day</i>		
Oct 2-6	<input type="checkbox"/>	CCAR Training (Recovery Corps only), Camp Manito-Wish
Oct 5	<input type="checkbox"/>	Final member recruitment deadline (Vol WI and AFS). Applications and enrollment packets must be submitted.
	<input type="checkbox"/>	AmeriCorps monthly webinar @ 9AM. Register in advance at: https://attendee.gotowebinar.com/register/854512234877807619 . Members missing live webinar have one week to review the recording.
Oct 10	<input type="checkbox"/>	AmeriCorps Kickoff Ceremony and Swearing In - Monona Terrace Convention Center, Madison, 9AM-3PM. Members from across the state attend.
Due Oct 13	<input type="checkbox"/>	Member Service Plans - Volunteer WI only
Oct 16	<input type="checkbox"/>	2nd Start Date for new members (VOL WI and AFS only)
Oct 18-19	<input type="checkbox"/>	2nd Orientation for late-start members held in Marshfield, WI. Wed @ 10:30AM - Thu @ 4PM
Due Oct 30	<input type="checkbox"/>	Host Site Cash Payment Due in full, \$7,500
November		
<i>4th - International Volunteer Managers Day 18th - Family Volunteer Day</i>		
Dates TBD	<input type="checkbox"/>	Volunteer Wisconsin Regional Trainings - 3 Locations TBD. Register at VolunteerWisconsin.org .
Nov 2	<input type="checkbox"/>	AmeriCorps monthly webinar @ 9AM Members missing webinar have 1 week to review the recording.
Nov 16	<input type="checkbox"/>	Host Site Supervisor Webinar (required), 9-10AM. Recorded. Registration: https://attendee.gotowebinar.com/register/2131841281297582339

Due Nov 17	<input type="checkbox"/>	Q1 REDCap Volunteer Report
	<input type="checkbox"/>	Q1 Great Story - submit in OnCorps / Member Reflection (Last name A-G). Email Reflection to Shelly.
December		
Dec 7	<input type="checkbox"/>	AmeriCorps monthly webinar @ 9AM Members missing webinar have 1 week to review the recording.
Due Dec 15	<input type="checkbox"/>	Member Midterm Satisfaction Survey
Dec 25 - Jan 1	<input type="checkbox"/>	Traditional Holiday Period - limited staff availability
January		
<i>15th - Martin Luther King, Jr. National Day of Service</i>		
Jan 3-5	<input type="checkbox"/>	Midterm training (mandatory, members only), Kalahari Resort, WI Dells
Jan 4	<input type="checkbox"/>	Volunteer Wisconsin Regional Training (4th and final). Supervisor attendance with member (who will be attending) highly encouraged. Register at VolunteerWisconsin.org.
Jan 29	<input type="checkbox"/>	Volunteer Wisconsin Webinar, 11AM-12Noon. Topic TBD. Register at www.VolunteerWisconsin.org
February		
<i>17th - Random Acts of Kindness Day</i>		
Feb 1	<input type="checkbox"/>	AmeriCorps monthly webinar @ 9AM Members missing webinar have 1 week to review the recording.
Feb 12	<input type="checkbox"/>	Volunteer Wisconsin Webinar, 11AM-12Noon. Topic Risk Mgmt. Register at www.VolunteerWisconsin.org
Due Feb 23	<input type="checkbox"/>	Q2 REDCap Volunteer Report
	<input type="checkbox"/>	Q2 Great Story (submit in OnCorps) / Member Reflection (Last Name H-M). Email to Shelly
	<input type="checkbox"/>	Update and re-submit Member Service Plan (Volunteer WI only)
Feb 26	<input type="checkbox"/>	Volunteer Wisconsin Webinar, 11AM-12Noon. Topic TBD. Register at www.VolunteerWisconsin.org
March		
<i>AmeriCorps Week - Dates TBD</i>		
Mar 1	<input type="checkbox"/>	AmeriCorps monthly webinar @ 9AM Members missing webinar have 1 week to review the recording.
Due Mar 9	<input type="checkbox"/>	Member Midterm Evaluation, signed and submitted
Mar 12	<input type="checkbox"/>	Volunteer Wisconsin Webinar, 11AM-12Noon. Topic TBD. Register at www.VolunteerWisconsin.org
Mar 15	<input type="checkbox"/>	Host Site Supervisor Webinar (required), 9-10AM. Registration: https://attendee.gotowebinar.com/register/8326884516862154243
April		
<i>15th-22nd - National Volunteer Week</i>		
<i>20th-22nd - Global Youth Service Day</i>		
TBD	<input type="checkbox"/>	Mayor and County Recognition Day for National Service (required)
April 5	<input type="checkbox"/>	AmeriCorps monthly webinar @ 9AM. Members missing webinar have 1 week to review the recording.

May		
<i>3rd-4th - Wisconsin Volunteer Coordinators Association State Conference, Stevens Point, WI</i>		
<i>5th - Join Hands Day</i>		
May 3	<input type="checkbox"/>	AmeriCorps monthly webinar @ 9AM Members missing webinar have 1 week to review the recording.
Due May 25	<input type="checkbox"/>	Q3 REDCap Volunteer Report
	<input type="checkbox"/>	Q3 Great Story (Submit in OnCorps) / Member Reflections (Last name N-S). Email to Shelly.
June		
June 7	<input type="checkbox"/>	AmeriCorps monthly webinar @ 9AM Members missing webinar have 1 week to review the recording.
June 29	<input type="checkbox"/>	REDCap data entry closes at 5PM - Afterschool members only
July		
July 12	<input type="checkbox"/>	AmeriCorps monthly webinar @ 9AM Members missing webinar have 1 week to review the recording.
Due July 31	<input type="checkbox"/>	Post Organizational Capacity Assessment (Volunteer WI Site Supervisors)
August		
Aug 2	<input type="checkbox"/>	AmeriCorps monthly webinar @ 9AM Members missing webinar have 1 week to review the recording.
Due August 10	<input type="checkbox"/>	Q4 Volunteer Report (final report)
	<input type="checkbox"/>	Q4 Great Story (Submit in OnCorps) / Member Reflection (Last name T-Z). Email to Shelly.
	<input type="checkbox"/>	Member Service Plan updated and re-submitted - Volunteer WI only
	<input type="checkbox"/>	Analysis/Report of Member Satisfaction Surveys - Volunteer WI only
	<input type="checkbox"/>	Member Final Evaluation, signed and submitted
Aug 31	<input type="checkbox"/>	Complete required exit survey in My AmeriCorps (watch for e-mail link)
	<input type="checkbox"/>	Final timesheet submitted for approval; update Workday