



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

| Weekly | | |
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| 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</i> | | |
| <i>18th - Family Volunteer Day</i> | | |
| Dates TBD | <input type="checkbox"/> | Volunteer Wisconsin Regional Trainings - Menomonie & Waukesha in Nov; Appleton Dec 8. 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 |

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| 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. Tips for Successful Grant Writing. 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>11th-17th - AmeriCorps Week</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> | | |
| April 3 | <input type="checkbox"/> | 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 |
| | <input type="checkbox"/> | Complete required exit survey in My AmeriCorps (watch for e-mail link) |
| Aug 31 | <input type="checkbox"/> | Final timesheet submitted for approval; update Workday |