

MCHS AmeriCorps Program Year Calendar

Weekly Duties

Member & Host Site Supervisor: Face-to-face meeting

Member: Submit timesheets in OnCorps by Wednesday at 9:00am

Supervisor: Approve member timesheets in OnCorps by Friday at 5:00pm

September

- 10 – 14 MCHS AmeriCorps Recovery Corps Orientation
- 11** ***9/11 National Day of Service and Remembrance***
- 11 – 14 MCHS AmeriCorps Volunteer Wisconsin & Afterschool Orientation
- 17 – 21 Host site start date and host site orientation
- 21 Host Site Orientation Checklist / Host Site Contact Information form due
- 24 – 27 MCHS AmeriCorps Recovery Corps CCAR Training - Minocqua
- 28 Host Site payments are due
- 28 Member & Host Site Supervisor Optional Teleconference (open Q & A)
Register here: <https://attendee.gotowebinar.com/register/8153501436641217539>
- 30 Mandatory webinar viewing completed for the following:
Conflict resolution – Dealing effectively with office conflict
Link to recording: <https://attendee.gotowebinar.com/recording/893580082458035458>
REDCap - Volunteer tracking system
Link to recording: <https://attendee.gotowebinar.com/recording/4154927291139563533>
Life Matters – Employee assistance program
Link to recording: <https://attendee.gotowebinar.com/recording/6491108024899790086>

October

- 1 Late start new member start date
- 4 Monthly Team Webinar (cancelled, meeting at Opening Ceremony)
- 9 New member (as of OCT 1) orientation 10am – 2pm – Chula Vista
- 9 – 10 Opening Ceremony – Chula Vista Resort, Wisconsin Dells, WI
- 12 Member Service Plans due to your program staff
- 18 Host Site Supervisor Training 10am – 2pm – NEW Supervisors only
- 18-19 New member orientation (as of OCT1) – Marshfield, WI
- 26 Host Site Supervisor Webinar
Register here: <https://attendee.gotowebinar.com/register/4930903224374147843>
- 27** ***Make a Difference Day***

November

- 1 Monthly Team Webinar (See handbook to register)
- 5 International Volunteer Managers Day
- 6 Volunteer report REDCap / AFS REDCap / OnCorps Great Story – all
- 11 Veterans Day
- 18** ***Family Volunteer Day***
- 22 Thanksgiving Day
- 23 Black Friday
- 30 Midterm Member Satisfaction Survey sent to members

December

- 2 Hannukah begins
- 6 Monthly Team Webinar (See handbook to register)
- 7 Member Satisfaction Survey due
- 24 Christmas Eve
- 24 – 28 Limited staff availability (Traditional Holiday Vacation)
- 25 Christmas Day
- 26 Kwanzaa begins
- 31 New Year's Eve

January

- 1 New Year's Day - Holiday
 - 2 - 4 MCHS AmeriCorps Mid-Term Training – Kalahari, WI Dells, WI.
 - 21** ***Martin Luther King Jr. Day – National Day of Service***
- **No monthly team call due to Midterm

February

- 2 Groundhog Day
- 3 Super Bowl
- 7 Monthly Team Webinar, 9am – 10am
- 14 Valentines Day
- 18 Presidents Day
- 22 REDCap Volunteer Report / Reflections A - J / AFS REDCap/ Volunteer Satisfaction Survey/ MCHS AmeriCorps VOL WI – submit updated / OnCorps Great Story – all Member Service Plan

March

- 7 Monthly Team Webinar, 9am – 10am
- 8 Midterm Member Evaluation Due
- 10 Day Light Savings Time
- 10-16** ***AmeriCorps Week***
- 17 St Patrick's Day

April

- 2 Election Day/ National Service Recognition Day (tentative)
- 4 Monthly Team Webinar, 9am – 10am
- 7 – 13** ***National Volunteer Week***
- 19** ***Global Youth Service Day***

May

- 2 Monthly Team Webinar, 9am – 10am
- 2-3 WVCA Conference – Appleton, WI - <https://www.wvcasite.com/>
- 4** ***Join Hands Day***
<https://nationaldaycalendar.com/join-hands-day-first-saturday-in-may/>
- 12 Mother's Day
- 24 REDCap Volunteer Report / Reflections K - S / AFS REDCap / OnCorps Great Story – all
- 27 Memorial Day

June

- 6 Monthly Team Webinar, 9am – 10am
- 16 Father's Day
- 18 Flag Day
- 28 AFS REDCap closes

July

- 4 Independence Day
- 18 Monthly Team Webinar, 9am – 10am

August

- 2 Post Org. Capacity Assessment due – MCHS AmeriCorps VOL WI
- 9 REDCap Volunteer Report / Reflections T-Z / Final Member Service Plan due (VOL WI) / Report/Analysis of Volunteer Satisfaction Surveys (VOL WI) / OnCorps Great Story – all
- 9 Final Member Evaluations due
- 31 ALL OnCorps/Portal duties completed by 5pm / Insurance ends midnight

Register for Monthly Team Webinars here:

<https://attendee.gotowebinar.com/register/3624954989661039875>