

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

9-13	MCHS AmeriCorps Orientations – All Programs
11	<i>9/11 National Day of Service and Remembrance</i>
16 – 20	Host site start date and host site orientation
20	Host Site Orientation Checklist & Member Contact Information Due
26	Host Site Supervisor Webinar
27	Member Service Plans Due

October

1	Late start new member start date
3	Monthly Team Meeting – WEB X
8-10	New member orientation – Late start
10-11	Opening Ceremony – Milwaukee County Zoo
18	Host Site Payment Due

November

7	Monthly Team Meeting – WEB X
15	Volunteer report REDCap / AFS REDCap / OnCorps Great Story – all
25	Midterm Member Satisfaction Survey sent to members
29	Midterm Member Satisfaction Survey - Due

December

5	Monthly Team Meeting – WEB X
20 – 31	Limited staff availability (Traditional Holiday Vacation)

January

8-10	MCHS AmeriCorps Mid-Term (REVIVE) Training – Kalahari, WI Dells, WI.
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**No monthly team call due to Midterm

February

6	Monthly Team Meeting – WEB X
21	REDCap Volunteer Report / AFS REDCap/ Volunteer Satisfaction Survey/ MCHS AmeriCorps VOL WI – submit updated Member Service Plan / OnCorps Great Story

March

- 5 Monthly Team Meeting – WEB X
- 7 Midterm Member Evaluation Due

April

- 2 Monthly Team Meeting – WEB X

May

- 7 Monthly Team Meeting – WEB X
- 23 REDCap Volunteer Report / AFS REDCap / OnCorps Great Story – all

June

- 4 Monthly Team Meeting – WEB X
- 26 AFS REDCap closes

July

- 16 Monthly Team Meeting – WEB X

August

- 3 Post Org. Capacity Assessment due – MCHS AmeriCorps VOL WI
- 10 REDCap Volunteer Report / Final Member Service Plan due (VOL WI) / Report/Analysis of Volunteer Satisfaction Surveys (VOL WI) / OnCorps Great Story – all
- 7 Final Member Evaluations due
- 31 Insurance ends midnight / Complete OnCorps timesheets