



Montana | Campus Compact

| <b>MONTANA CAMPUS CORPS<br/>REPORTING AND TRAINING CALENDAR</b> |                     |   |
|---|---------------------|---|
| <b>August 2009</b>  | 4                   | <input type="checkbox"/> Coordinator Conference Call, 10 am   |
|   | 15                  | <input type="checkbox"/> <b>First day to enroll 09-10 members</b> (Coordinators)  |
|   | 19                  | <input type="checkbox"/> Coordinator Technical Assistance Call, 10 am   |
|   | 26                  | <input type="checkbox"/> Team Leader Conference Call, 10 am   |
| <b>September 2009</b>   | 1                   | <input type="checkbox"/> <b>Last day to enroll full-time leaders</b> (Coordinators)   |
|   | 1-3                 | <input type="checkbox"/> <b>Team Leader Orientation Retreat (Location: Canyon Ferry Lake)</b>   |
|   | 7                   | <input type="checkbox"/> <b>08-09 4<sup>th</sup> Quarter Progress Reports</b> (June 1-August 31) <ul style="list-style-type: none"> <li>&gt; (All Members) Member Progress Reports</li> <li>&gt; (All Members) Volunteer Survey Results</li> <li>&gt; (Team Leaders) Team and Special Project Reports</li> <li>&gt; (Coordinators) Site Supervisor Surveys</li> <li>&gt; (Coordinators) End-of-Year Coordinator Report</li> </ul> |
|   | 9                   | <input type="checkbox"/> Coordinator Conference Call, 10 am   |
|   | 10                  | <input type="checkbox"/> <b>August Timesheets submitted</b> (All Members)   |
|   | 11                  | <input type="checkbox"/> <i>National Service Day: National Day of Service and Remembrance</i>   |
|   | 23                  | <input type="checkbox"/> Team Leader Conference Call, 10 am   |
|   | 25                  | <input type="checkbox"/> <b>08-09 Expenditure Grantee Match Reports</b> (June 1-August 31)  |
|   | 25-27               | <input type="checkbox"/> <b>Building Engaged Citizens conference (Location: Missoula)</b>   |
|   | 30                  | <input type="checkbox"/> <b>Last day to enter August hours</b> (Coordinators)   |
|   | <b>October 2009</b> | 7   |
| 12  |                     | <input type="checkbox"/> <b>September Timesheets submitted</b> (All Members)  |
| 21  |                     | <input type="checkbox"/> Team Leader Conference Call, 10 am   |
| 24  |                     | <input type="checkbox"/> <i>National Service Day: Make a Difference Day</i>   |
| 30  |                     | <input type="checkbox"/> <b>Last day to enter September hours</b> (Coordinators)  |
| <b>November 2009</b>  | 10                  | <input type="checkbox"/> <b>October Timesheets submitted</b> (All Members)  |
|   | 11                  | <input type="checkbox"/> Coordinator Conference Call, 10 am   |
|   | 25                  | <input type="checkbox"/> Team Leader Conference Call, 10 am   |
|   | 30                  | <input type="checkbox"/> <b>Last day to enter October hours</b> (Coordinators)  |
| <b>December 2009</b>  | 7                   | <input type="checkbox"/> <b>1<sup>st</sup> Quarter Progress Reports</b> (August 15-November 30) <ul style="list-style-type: none"> <li>&gt; (All Members) Member Progress Reports</li> <li>&gt; (All Members) Volunteer Survey Results</li> <li>&gt; (Team Leaders) Team and Special Project Reports</li> <li>&gt; (Coordinators) Coordinator Progress Reports</li> </ul>   |
|   | 9                   | <input type="checkbox"/> Coordinator Conference Call, 10 am   |
|   | 10                  | <input type="checkbox"/> <b>November Timesheets</b> (All Members)   |
|   | 23                  | <input type="checkbox"/> Team Leader Conference Call, 10 am   |
|   | 31                  | <input type="checkbox"/> <b>Last day to enter November hours</b> (Coordinators)   |
| <b>January 2010</b>   | 4                   | <input type="checkbox"/> <b>Expenditure/Grantee Match Reports</b> (September 1-November 30)   |
|   | 11                  | <input type="checkbox"/> <b>December Timesheets submitted</b> (All Members)   |
|   | 13                  | <input type="checkbox"/> Coordinator Conference Call, 10 am   |
|   | 18                  | <input type="checkbox"/> <i>National Service Day: Martin Luther King Jr. Day of Service</i>   |
|   | 27                  | <input type="checkbox"/> Team Leader Conference Call, 10 am   |
|   | 29                  | <input type="checkbox"/> <b>Last day to enter December hours</b> (Coordinators)   |
| <b>February 2010</b>  | 3-5                 | <input type="checkbox"/> <b>Team Leader Mid-Year Retreat (Location: TBA)</b>  |
|   | 10                  | <input type="checkbox"/> <b>January Timesheets submitted</b> (All Members)  |
|   | 10                  | <input type="checkbox"/> Coordinator Conference Call, 10 am   |
|   | 24                  | <input type="checkbox"/> Team Leader Conference Call, 10 am   |
|   | 26                  | <input type="checkbox"/> <b>Last day to enter January hours</b> (Coordinators)  |
|   | 26                  | <input type="checkbox"/> <b>Action Plan submitted for any unfilled slots</b> (Coordinators)   |

|                       |       |  |
|-----------------------|-------|--|
| <b>March 2010</b>     | 8     | <input type="checkbox"/> <b>2<sup>nd</sup> Quarter Progress Reports</b> (December 1-February 28) <ul style="list-style-type: none"> <li>➢ (All Members) Member Progress Reports</li> <li>➢ (All Members) Volunteer Survey Results</li> <li>➢ (Team Leaders) Team and Special Project Reports</li> <li>➢ (Coordinators) Coordinator Progress Reports</li> </ul>   |
|                       | 8     | <input type="checkbox"/> <b>Mid-Year Performance Evaluations</b><br>(for all Team Leaders, 1700-hour and 900-hour members)   |
|                       | 10    | <input type="checkbox"/> Coordinator Conference Call, 10 am  |
|                       | 10    | <input type="checkbox"/> <b>February Timesheets submitted</b> (All Members)  |
|                       | 15    | <input type="checkbox"/> <b>2010-2011 Continuation Requests due</b> (Coordinators)   |
|                       | 24    | <input type="checkbox"/> Team Leader Conference Call, 10 am  |
|                       | 31    | <input type="checkbox"/> <b>Last day to enter February hours</b> (Coordinators)  |
| <b>April 2010</b>     | 6     | <input type="checkbox"/> <b>Expenditure/Grantee Match Reports</b> (December 1-February 28)   |
|                       | 7     | <input type="checkbox"/> Coordinator Conference Call, 10 am  |
|                       | 12    | <input type="checkbox"/> <b>March Timesheets submitted</b> (All Members)   |
|                       | 16-18 | <input type="checkbox"/> <b>Spring Summit training event (Location: TBA)</b>   |
|                       | 19-25 | <input type="checkbox"/> <i>National Volunteer Week Project: Donate Life Organ Donor Drive</i>   |
|                       | 21    | <input type="checkbox"/> Team Leader Conference Call, 10 am  |
|                       | 23-25 | <input type="checkbox"/> <i>National Service Day: Global Youth Service Day</i>   |
|                       |       | 30   |
| <b>May 2010</b>       | 8-15  | <input type="checkbox"/> <i>National AmeriCorps Week</i>   |
|                       | 10    | <input type="checkbox"/> <b>April Timesheets submitted</b> (All Members)   |
|                       | 12    | <input type="checkbox"/> Coordinator Conference Call, 10 am  |
|                       | 26    | <input type="checkbox"/> Team Leader Conference Call, 10 am  |
|                       |       | 31   |
| <b>June 2010</b>      | 1     | <input type="checkbox"/> <b>Last day to enroll summer members</b> (Coordinators)   |
|                       | 1-2   | <input type="checkbox"/> <b>Summer Member Orientation (Location: TBA)</b>  |
|                       | 7     | <input type="checkbox"/> <b>3<sup>rd</sup> Quarter Progress Reports</b> (March 1-May 30) <ul style="list-style-type: none"> <li>➢ (All Members) Member Progress Reports</li> <li>➢ (All Members) Volunteer Survey Results</li> <li>➢ (Team Leaders) Team and Special Project Reports</li> <li>➢ (Coordinators) Coordinator Progress Reports</li> </ul>   |
|                       | 8-9   | <input type="checkbox"/> <b>Annual Coordinator Meeting (Location: TBA)</b>   |
|                       | 10    | <input type="checkbox"/> <b>May Timesheets submitted</b> (All Members)   |
|                       | 23-25 | <input type="checkbox"/> <b>Team Leader End-of-Year Retreat (Location: TBA)</b>  |
|                       | 30    | <input type="checkbox"/> <b>Last day to enter May hours</b> (Coordinators)   |
| <b>July 2010</b>      | 6     | <input type="checkbox"/> <b>Expenditure/Grantee Match Reports</b> (March 1-May 30)   |
|                       | 12    | <input type="checkbox"/> <b>June Timesheets submitted</b> (All Members)  |
|                       | 14    | <input type="checkbox"/> Coordinator Conference Call, 10 am  |
|                       | 28    | <input type="checkbox"/> Team Leader Conference Call, 10 am  |
|                       |       | 30   |
| <b>August 2010</b>    | 10    | <input type="checkbox"/> <b>July Timesheets submitted</b> (All Members)  |
|                       | 11    | <input type="checkbox"/> Coordinator Conference Call, 10 am  |
|                       | 14    | <input type="checkbox"/> <b>Last day for 09-10 members to count hours</b> (Coordinators)   |
|                       | 20    | <input type="checkbox"/> <b>August Timesheets submitted</b> (All Members)  |
|                       |       | 31   |
| <b>September 2010</b> | 6     | <input type="checkbox"/> <b>4<sup>th</sup> Quarter Progress Reports</b> (June 1-August 14) <ul style="list-style-type: none"> <li>➢ (All Members) Member Progress Reports</li> <li>➢ (All Members) Volunteer Survey Results</li> <li>➢ (Team Leaders) Team and Special Project Reports</li> <li>➢ (Coordinators) Site Supervisor Surveys</li> <li>➢ (Coordinators) Coordinator Progress Reports</li> </ul> |
|                       | 24    | <input type="checkbox"/> <b>Expenditure/Grantee Match Reports</b> (June 1-August 31)   |

Key:

- Items in **yellow** are important deadlines for Coordinators.
- Items in **bold** are reports or forms that must be submitted by the date indicated.
- Items in *italics* are statewide service projects or National Service Days, which all campuses participate in.
- Items in **red** are statewide training events hosted by the MTCC network office.