**Important Dates for Site Supervisors\***

|  |  |
| --- | --- |
| September 2009 | October 2009 |
| **9/1:** **1st Half Payment due**  **9/9:** Site Partner Orientation 10am-12pm  **9/14:** Pre-service Orientation begins. Members begin service site orientation for half-days (afternoons) on 9/17. Members are at service sites full-time beginning 9/21.  **9/30:** Supervising AmeriCorps Members training 10am-12pm | *Members: Ropes Course TBA (mandatory)*  *[tentative date is October 28]* |
| November 2009 | December 2009 |
| **11/6**: October Supervisor report due.  *Members:*  *AmeriCorps Opening Day 11/6*  *(all-day, mandatory)* | **12/4:** November supervisor report due. |
| January 2010 | February 2010 |
| **1/1**: December supervisor report due.  **1/4:** In-kind documentation for September-December 2008 due.  **1/7:** Site Partner Meeting 9-10:30am  *Youth Legislative Forum TBA* | **2/1**: **2nd Half payment due.**  **2/5:** January supervisor report due.  Mid-year member evaluation (with member self-eval) due  Mid year program evaluation due. |
| March 2010 | April 2010 |
| **3/5:** February supervisor report due. | **4/2:** March supervisor report due. |
| May 2010 | June 2010 |
| **5/7:** April supervisor report due.  **5/4:** Site Partner Meeting 9-10:30am  **5/15:** In-kind documentation for January-May 14, with projected in-kind through June 30 due. | **6/4:** May supervisor report due.  End of year member evaluation (with self-eval) due.  End of year program evaluation due.  **6/24:** AmeriCorps Graduation (subject to change) |
| July 2009 | August 2009 |
|  |  |

*\* Please note these dates in your organizational system – while we will send invoices, and strive to issue friendly reminders, timely submission of the above-listed items are the responsibility of the service site.*