**Energy Corps Program Timeline:**

**KEY: Weatherization Event and Planning**

 **Member Recruitment**

 **Host Site Recruitment**

 **Grant Deadlines and Reporting to OCS**

 **Member Training Events and Program Support**

 **Host Site Visits, Monitoring, Evals and Training**

 **EC Director Admin Tasks and Program Planning**

**January:** Prepare and coordinate travel and materials for MLK Day of Service, Event and Wrap Up. Screening and Interviewing applicants.

First Week: Clarification deadline in EGrants for State-National Competitive Grant

 Conference call with EC members to discuss travel logistics and expectations for MLK Weatherization Event.

 Screen applications for March EC members and schedule interviews immediately. Communicate with host sites to remind them to expect to receive applicants the following two weeks, and to conduct interviews the third week.

 Second Week: Get final count on Wx materials and organized, coordinate the transportation of materials.

 Continue screening applications, scheduling interviews, and begin conducting interviews.

 **Pass successful interviewees to host sites immediately after interview.**

 Third week: MLK Day of Service!

* Purchase lunch and breakfast items purchased for the group in the days leading up to leaving
* Schedule Wx training prior to the project (either in the months, day before or morning of MLK)
* Communicate clearly how EC members are to report their travel time, service time and breaks!

 Check in with host sites that they have scheduled and are conducting interviews.

 Continue screening, scheduling, conducting, and passing applicants to host sites.

 Applicants have secondary interviews with host sites, offers made

 Communicate with host sites about site visit itinerary, mid-term evals and Symposium

 Update host site application

 Fourth Week: All reimbursement forms for MLK trip are in, data collected, and debrief call

* Communicate clearly how EC members are to report their data in America Learns!

 Applicants have secondary interviews with host sites, offers made

**February:** Open Application for Host Sites, continue recruitment for host sites, mid-term host site visits

 First Week: All EC Member Call: discuss symposium and opportunities to get involved,

 lay-out progress report presentations they will give to their peers, mention end of service dates and how to plan hours

 E-mail of program/member accomplishments to supervisors,

 E-mail host sites the application for next service year,

 Applicants have secondary interviews with host sites, offers made

 Update PSO curriculum for March-start Members

 Second Week: Individual calls with members, check-in about data collection opportunities,

 E-mail March-start Members agenda for training

 Publicize host site application more broadly

 Begin host site visits

 Confirm mid-service training location and speakers

 Third Week: Host site visits, wrap them up, talk with sups about Earth Day plans

 Finalize mid-service training agenda

 Fourth Week: Calls to potential new host sites and scheduling visits

 Help members with their group-presentations and timing if needed

**March:** Start EC Members, Symposium, Announce and publicize member recruitment

 First Week: All EC Member Call, push data collection

 E-mail of program/member accomplishments to supervisors,

 Finalize PowerPoints and contracts for March-Start EC members

 Second Week: PSO for March-start members,

 Mid-Service Training for all members (how to schedule hours at the end!),

 Serve Montana Symposium

 Begin Preparing Members for **Earth Day!**

 Third Week: Supervisor check-in to re-cap Symposium and identify opportunities for Earth Day Events/data collection opportunities

 Publicize soon-to-come member recruitment for next service year

 Request members again reach out to past professors with program application

 Calls to potential new host sites and scheduling visits

 Remind current host sites that applications are due in 1 month

 Fourth Week: Individual calls with members to discuss Earth Day plans

 Host site scouting visits

**April:** Earth Week! Mid-Year Report

 First Week: Compile data for mid-service report,

 All EC Member Call,

 March-start EC member service plans and data goals are due,

 E-mail of program/member accomplishments to supervisors,

 Host site scouting visits

 Remind current host sites that applications are due at the end of the month

 Second Week: Work on Mid-Service Report,

 Earth Day Planning and support of member activities,

 Second blast that EC member recruitment will open in June

 Third Week: Mid-Service Year Report Due to OCS: April 20

 Earth Day Events!

 Remind host sites applications are due

 Fourth Week: Collect host site applications, ask for clarifications and develop position descriptions

**May:** Host Site Recruitment Wrap Up and announce again that member applications will open soon

 First Week: All EC Member Call,

 E-mail of program/member accomplishments to supervisors, Collect remaining host site applications

 Finalize position descriptions with host sites

 Second Week: Finalize position descriptions with host sites

 Third Week: Post positions, link them to available positions page, share with host sites and list serves. Communicate with supervisors about availability to interview in late June/July

 Communicate with March-start host sites about site visits and mid-term evals

 Fourth Week: Announce beginning of recruitment!

 Coordinate collecting final school-year education data from members

**June:** Open member recruitment and host site visits for March-start EC members

 First Week: All EC Member Call: Recruitment Update and end of service event planning and committee forming

 E-mail of program/member accomplishments to supervisors,

 Screen applications and schedule interviews

 Second Week: Screen applications, schedule interviews, begin interviewing

 End of Service Committee Call: location and service activity brainstorming

 Third Week: Screen applications, schedule interviews, preliminary interviews, pass to host sites

 End of Service Committee Call follow-up location confirming

 Fourth Week: Check-in with summer camp data collection by Energy Corps members and those with up-coming summer events

 Screen applications, schedule interviews, preliminary interviews, pass to host sites

 Ensure host site schedule secondary interviews

**July:** Interviews and prep for End of Service. NOTE: This whole month gets tricky with 4th of July and people taking off~

 First Week: All EC Member Call: End of Service Agenda overview

 E-mail of program/member accomplishments to supervisors,

 Screen applications, schedule interviews, preliminary interviews, pass to host sites

 Ensure host site schedule secondary interviews

 Second Week: Communicate with members and supervisors about End of Service Event Agenda

 Screen applications, schedule interviews, preliminary interviews, pass to host sites

 Applicants interview with host sites, offers made

 Inquire again about supervisors’ availability for interviews remainder of the month and into August.

 Third Week: Screen applications, schedule interviews, preliminary interviews, pass to host sites

 Applicants interview with host sites, offers made

 Fourth Week: Send supervisors end of service evals. and send members end of service paperwork

 Screen applications, schedule interviews, preliminary interviews, pass to host sites

 Applicants interview with host sites, offers made

**August:** Pass Applicants to Host Sites, End of Service Evaluation and exit forms sent, End of Service Event

 First Week: All EC Member Call: Supervisor Evals and Exit Paperwork

 E-mail of program/member accomplishments to supervisors,

 Screen applications, schedule interviews, preliminary interviews, pass to host sites

 Applicants interview with host sites, offers made

 Final coordination and logistics for End of Service event

 Prepare activity materials for End of Service Event

 Second Week: AmeriCorps Program Directors In-person meeting in Helena

 E-mail/call to supervisors to on evaluations and member wrap up

 Screen applications, schedule interviews, preliminary interviews, pass to host sites

 Applicants interview with host sites, offers made

 Third Week: End of Service Event, collect travel documentation and exit forms from members,

 Supervisor Evaluations are Due

 Communicate with supervisors about date of the next Sup. Training

 Applicant secondary interview with host sites cont., offers made

 Fourth Week: Work on agenda for new year’s PSO, contact speakers and tours,

 Request any outstanding supervisor evaluations

 Applicant secondary interview with host sites cont., offers made

**September:** Exit members in Egrants, Wrap up recruitment, Supervisor Training

 First Week: Review final time sheets and Exit members from Egrants,

 Send upcoming EC members agenda for Orientation

 Wrap up recruitment with final secondary interviews and offers.

 Second Week: Check Exit Paperwork for members is complete and all are exited,

 America Learns: create new time sheet and Reporting and Reflection (R&R) templates, schedule R&Rs

 Third Week: *Refresh on training topics and PowerPoints (esp. for supervisors!)* ,

 Update EC Website and Member Resources

 Update Supervisor Manual

 Finalize agenda for Sup. Training

 Update host site application for March-start EC members

 E-mail supervisors final training agenda

 Begin planning host site recruitment and publicizing that applications will re- open mid-October and be due beginning of December.

 Fourth Week: Host Site Suprevisor Training

 Update Member Manual

 *Finalize PowerPoints for member training,*

 Final head-count to HS Lodge for dinner and communications to NCAT staff regarding food and assistance needed the subsequent week

**October:** Start members, AERO Expo, Begin Host Site Recruitment for March, Report Due, Submit Grant

 First Week: Letter of Intent Due to OCS

 PSO, collect travel documentation from members, communicate with members about AERO Expo,

 Ensure all members are enrolled in Egrants

 Finalize host site application for March-start EC members

 Second Week: Work on Final Report for previous service year,

 Call members to Check-in,

 Notify potential host sites that application is open, begin conversations with them and publicize more broadly

 Third Week: Final Report for previous service year due to OCS: October 20

 Call supervisors to check-in, ask for leads on new host sites

 Solicit partners for Wx event,

 Schedule visits to potential host sites

 **AERO Expo!**

 Fourth Week: National Competitive Application due to OCS,

 Member work plans and PMP are due,

 Continue soliciting partners for Wx,

 Follow up with potential host sites, schedule visits, begin visiting!

**November:** Focused host site recruitment, all EC member call #1, Supervisor check-ins, Grant Review in Helena. Identify Wx training and service day recipient communities, contact Universities

 First Week: All EC Member Call,

 E-mail of program/member accomplishments to supervisors,

 Negotiate logistics of first Wx event, begin training TL on Wx and assemble curriculum,

 Continue host site recruiting visits

 Call/reach out to Universities with Sustainability and Appropriate Tech Programs

 Second Week: Count materials for Wx, order, training for Coordinator and TL, communicate with all members about Wx events,

 Check-in with EC members,

 Supervisor check-in,

 Continue host site recruiting visits

 Call/reach out to Universities with Sustainability and Appropriate Tech Programs

 Ask members to reach out to former professors and

 Announce/publicize member recruitment for March will open mid-December.

 Third Week: Grant Review Work Group in Helena,

 **Prep for/Thanksgiving!**

 Fourth Week: Finalize order of Wx materials and receive them, plan transportation of them and members

**December:** Weatherization Event, Host Site Apps Due, Post Positions and Begin Recruitment for March!

 First Week: All EC Member Call: discuss upcoming Wx, holidays, MLK and Symposium

 E-mail of program/member accomplishments to supervisors,

 Wx Event

 Last communication that priority host site applications for March are due

 Second Week: Wx Event travel documentation and wrap up,

 Negotiate Logistics of MLK Wx Event, communicate with members and host sites about MLK Wx event

 Check-in with members regarding Turning Point Presentations,

 Finalize Host Site Apps and Position Descriptions,

 Post and Announce recruitment for members

 Third Week: Clarification period opens for Grant

 Begin Publicizing MLK event, count and order materials

 Communicate position openings to host sites and coordinate secondary interview window,

 Screen applications and schedule interviews for beginning of January,

 Fourth Week: Work on Clarification

 Screen applications and schedule interviews for beginning of January,

 **HAPPY HOLIDAYS!!**