**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!!**