



# CTEP AmeriCorps Program Year 2018-2019

## Calendar of Important Dates

### September 2018

- 4-5 Pre-Service Orientation  
(With CTEP Staff)
- 6 Member First day at Site  
(At site with Site Supervisor)
- 7 CTEP Retreat  
(Members & Supervisors)  
Timesheet due
- 14 Stipend Deposit #1
- 21 Friday Corps Day (#1)  
Site Orientation Check-list due  
to CTEP Staff  
Timesheet due
- 28 Stipend Deposit #2

### October

- 4 Site Fee due to CTEP
- 5 Friday Corps Day (#2)  
Timesheet due  
Revised Service Plan due
- 12 Stipend Deposit #3
- 19-20 Friday Corps Day (#3)  
Member Required Retreat  
(Overnight optional)  
Timesheet due
- 26 Stipend Deposit #4

### November

- Site visits during whole month
- 2 Friday Corps Day (#4)  
Timesheet due
- 9 Stipend Deposit #5
- 16 Friday Corps Day (#5)  
11-1:30 Site Supervisor and  
member joint training  
1<sup>st</sup> Quarter Reports due in OnCorps  
Timesheet due
- 23 Stipend Deposit #6
- 30 Friday Corps Day (#6)  
Timesheet due

### December

- 7 Stipend Deposit #7
- 14 Friday Corps Day (#7)  
Timesheet due  
CTEP Holiday party (afternoon)  
CE Project Charters Due
- 21 Stipend Deposit #8
- 28 Timesheet due

### January 2019

- 4 Corps Day (#8)  
Stipend Deposit #9
- 11 Timesheet due
- 21 Monday Corps Day (#9) MLK Day  
of Service ( Member required all-  
day attendance)  
Stipend Deposit #10
- 25 Timesheet due

### February

- 1 Friday Corps Day (#10)  
Stipend Deposit #11
- 8 Timesheet due
- 15 Friday Corps Day (#11)  
Stipend Deposit #12
- 22 Timesheet due

### March

- All month site visits
- 1 Friday Corps Day (#12)  
Stipend Deposit #13
- 8 Timesheet due
- 15 Friday Corps Day (#13)  
2<sup>nd</sup> Quarter Reporting due  
Mid-Term Member performance  
reviews due  
1<sup>st</sup> Mission Moment Due  
Stipend Deposit #14
- 20 Supervisor Meeting 11:30-1pm  
Timesheet due  
Signed Host Site Agreements for  
2019-2020 due
- 29 Stipend Deposit #15

### April

- 5 Friday Corps Day (#14)  
Timesheet due
- 12 Stipend Deposit #16
- 19 Friday Corps Day (#15)  
Timesheet due
- 26 Stipend Deposit #17

### May

- 3 Friday Corps Day (#16)  
Timesheet due
- 10 Stipend Deposit #18
- 17 Friday Corps Day (#17)  
Timesheet due
- 24 Stipend Deposit #19
- 31 Timesheet due

### June

- Site visits as needed
- 7-8 Spring Overnight Retreat (#18  
members only)
- 7 Stipend Deposit #20
- 14 Timesheet due
- 20 Supervisor Meeting 11:30-1pm
- 21 Friday Corps Day (#19)  
3<sup>rd</sup> Quarter Reports due  
Stipend Deposit #21
- 28 Timesheet due

### July

- 5 Stipend Deposit #22  
Digital Mission Moment Due
- 12 Friday Corps Day (#20)  
Timesheet due
- 19 Stipend Deposit #23
- 26 Timesheet due

### August

- Exit interviews
- 2 Civic Engagement Presentations  
(Member required)  
Stipend Deposit #24
- 9 Year-End Reporting due  
Year-End Member performance  
reviews due  
Timesheet due
- 16 Year-End Celebration (Member  
and Supervisor required)  
Stipend Deposit #25
- 23 Timesheet due
- 30 Stipend Deposit #26
- 31 Last day of 18-19 Program Year