

NORTHWEST SERVICE ACADEMY ANNUAL CALENDAR

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Work on CNS grant application	Finalize CNS Grant Application	Grant application due to CNS	Annual site audits at each center	Review requirements and forms for member files –	Annual National Service Programs Retreat
Update contract procedures and content	Center Progress Reports due to Bonny	Progress Report due to CNS	Bi-annual meetings of like center staff	Member Development Program Review	Update New Staff Orientation protocol
Strategic planning session	Recruitment check-in	Review member health care policy	Update Member Handbook	In-kind process and manual review	Contracts mailed to Fall Sponsors
Print RFPs	Hold RFP meetings	Update NWSA Risk Management Guidelines	Update Member Agreement	Update evaluation tools and processes	Update Sponsor Handbook
	Update web site	Communication check-in	Select Fall Sponsors	Review & Update ALL databases	Order member uniforms
	Annual NWSA All Staff Meeting	Accomplishment Report Published		Update Evaluation Plan	Eval. Tools Available to Ctrs
					Eval Plan to Ctrs

NORTHWEST SERVICE ACADEMY ANNUAL CALENDAR

JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Print Member Handbook	Leader Training & Orientation	Revise NWSA Objectives	Hold Recruitment Summit	Update marketing and recruitment tools	Update marketing and recruitment tools continued
Print Member Agreement	Hold Sponsor Orientation	Fiscal Training for staff	Bi-annual meetings of like Center staff	Update Recruitment Plan	Update RFP
Print Sponsor Handbook	Member Training & Orientation Preparation	Member Orientation and Training	Progress report due to CNS	Update website	Update website - continued
Update NWSA Policies and Procedures	Review & Update ALL databases	Center Progress Reports due to Bonny	Develop timeline for work on CNS grant application	Update member application packet	Update member application packet - continued
Member Commencement	Progress Report Training for Center staff	Member Swearing-in	Review EAO and Summer programs	Review Individual Placement program	Alumni Program Review
		WBRS training for staff	Annual Communication Meeting	Communication Plan Updated	Review Field Team program
					Review & Update ALL databases