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Calendar 1994

November 23, 1994

CORPORATION
FOR NATIONAL
SERVICE

MEMORANDUM

TO: Shirley Sagawa
Rick Allen
Gary Kowalczyk

FROM: Larry Wilson *Larry*

SUBJ: Corporation Master Calendar

One of my new responsibilities as Chief Operating Officer is maintenance of the Corporation's Master Calendar of Events and Activities. This calendar contains all significant activities related to Corporation programs, including conferences, milestones, congressional hearings, White House events, etc.

Effective December 5, 1995, and on the 5th of each month thereafter, I will distribute copies of the Master Calendar to you for review. Please feel free to add or modify any information pertaining to your office's activities. Once we have received your input, a revised calendar will be developed and copies distributed to all employees (both HQ and field) around the 10th of the month.

I believe employees will appreciate knowing about major events of other Departments in the Corporation as well as their own. Information sharing has always proven to be a great tool for giving everyone a sense of being involved.

If you have any ideas regarding the above procedures, please let me have your suggestions at your earliest convenience.

Thanks very much.

Attachment

cc: Eli Segal

Shirley's
calendars -
FILE

AT:

For your
information - -

Pat C
5/8

1100 Vermont Avenue, NW
Washington, DC 20525
Telephone 202-606-5000
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Getting Things Done.
AmeriCorps, National Service
Learn and Serve America
National Senior Service Corps

1/11

CORPORATION

FOR

NATIONAL AND COMMUNITY SERVICE

MASTER CALENDAR OF EVENTS

January 4, 1995

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE MASTER CALENDAR OF EVENTS

JANUARY 1995

PDAT Funds to State Commissions

- 3-7 NCCC Staff Training
- 12-15 NCCC San Diego MLK Activities
- 13 Publish FY 1995 Hope VI NOFA
- 16 Martin Luther King Day
- 16 Select/Identify alternative site for AmeriCorps*NCCC Northeast Campus
- 18 Staff training
- 20 AmeriCorps*USA Operating Site forms due
- 22-23 National Council on the Aging Conference, Dallas, TX
- 25-26 Atlantic Cluster Training (Washington, DC)
- 25-27 U.S. Conference of Mayors (Washington, DC)
- 28 Corporation Annual Report due to Congress
- 28-31 National Governors Association
- 29-2/1 Symposium--Youth & Adults Weaving the Future, Washington, DC

01/04/95

31 Technical assistance requests due from AmeriCorps*USA and
Learn and Serve grantees

Opening of National Service Leadership Institute

Submit FY 1996 budget to Congress

01/04/95

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE MASTER CALENDAR OF EVENTS

FEBRUARY 1995

- 1 AmeriCorps*USA 1st Quarter Reports Due
- 7-8 Technical assistance meeting for new AmeriCorps Direct grant applicants
- 8-9 Pacific and North Central Cluster Training (Washington, DC)
- 14 Southwest Cluster Pre-Service Orientation
- 15 AmeriCorps*VISTA Forum--LBJ Library, Austin, TX
- 22 Staff training
- 22-23 Southern and Southwest Clusters Training (Washington, DC)
- 23 Learn & Serve America: K-12 applications due
- 23 - 3/31 Staff review, senior decision and site visits/interviews for new Learn and Serve America: K-12 grant applicants (new and renewal)
- 24 Board of Directors Meeting (Washington, DC)
- 28 Learn and Serve America Demonstration Programs Progress Report due
- Issue Forum

01/04/95

Last week National Conference and Hope VI Community Service in San Francisco

Award of new contract for toll-free fulfillment services

01/04/95

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE MASTER CALENDAR OF EVENTS

MARCH 1995

- 1 Hope VI Community Service Implementation Plans due
- 1-3 National Child Welfare League of America Conference,
Washington, DC
- 3-5 Generations United 6th National Conference, White House
Conference on Aging Mini-Conference, Washington, DC
- 3-7 National Association of Counties
- 7-9 National Conference of Lt. Governors
- 7-9 NSSC Southwest Cluster Conference/FGP/SCP, San Antonio, TX
- 12 Learn and Serve America: K-12 grantee meeting
- 16-17 NCCC Corpsmember Forum, Washington, DC
- 21-23 NSSC Pacific Cluster Conference/RSVP, San Diego, CA
- 24 NCCC Corpsmember application deadline
- 26-28 National Association of Attorneys General, Washington, DC
- 31 NCCC Summer program co-op agreement (tentative)
- HUD/VA Appropriations Hearings

01/04/95

Labor-HHS Appropriations Hearings

Following OPM approval in October, implement new alternative personnel system

Make first payments from Trust Fund for full year participants

Issue Corporation Financial statements

NSSC Southeast Cluster Conference/FGP-SCP-RSVP, Florida

NCCC Advisory Board Meeting

01/04/95

CORPORATION FOR NATIONAL AND
COMMUNITY SERVICE
MASTER CALENDAR OF EVENTS

APRIL 1995

- 3-5 NSSC Atlantic Cluster Conference/FGP-SCP, Philadelphia, PA
- 13 Demonstration grant applications due
- 24-28 National Volunteer Service Week--National Day of Service or
National Service Day
- 24-28 AmeriCorps State peer reviews for new grant applicants
- 26-29 National Conference of Black Mayors, Memphis, TN
- Eli -- Montana
- Inspector General's Report to Congress due to CEO

01/04/95

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE MASTER CALENDAR OF EVENTS

MAY 1995

- 1 AmeriCorps*USA 2nd Quarter Reports due
- 1 State Applications for AmeriCorps*USA due
- 1-5 White House Conference on Aging, Washington, DC
- 1 Site decision for 5th AmeriCorps*NCCC Campus
- 31 Learn and Serve America Demonstration Programs Progress Report due
- 31 CEO submits to Congress IG's Semiannual Report along with Management Report

Issue Forum

NSSC North Central Cluster Conference/RSVP, (location TBD)
NSSC Pacific Cluster Conference/FGP-SCP, Portland, OR

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE MASTER CALENDAR OF EVENTS

JUNE 1995

- 7 Aberdeen NCCC campus graduation
- 14-17 AmeriCorps*VISTA National Training Conference--Georgetown University
- 15 Board Meeting - San Francisco, CA
- 16-20 U.S. Conference of Mayors (Miami, FL)
- 17-20 The National Community Service Conference, Points of Light, Kansas City, MO
- NSSC Atlantic Cluster Conference/RSVP, Providence, RI
- NSSC North Central Cluster Conference/FGP-SCP (location, TBD)
- NSSC Southwest Cluster Conference/RSVP (location, TBD)
- 30 Policy Reports due to Board of Directors
- Staff review, senior decisions, and site visits/interviews for AmeriCorps State grant applicants
- Consideration of Appropriations
- TBA AmeriCorps*VISTA Conference and 30th Anniversary White House Reception (proposed)

01/04/95

CORPORATION FOR NATIONAL AND
COMMUNITY SERVICE
MASTER CALENDAR OF EVENTS

JULY 1995

- 7 Charleston NCCC campus graduation
- 16-21 National Conference of State Legislators, Milwaukee, WI
- 21-25 National Association of Counties, Atlanta, GA
- 29/8-1 National Governors Association, Burlington, VT

Issue Forum

01/04/95

CORPORATION FOR NATIONAL AND
COMMUNITY SERVICE
MASTER CALENDAR OF EVENTS

AUGUST 1995

- 1 AmeriCorps*USA 3rd Quarter Reports due
- 2 San Diego NCCC campus graduation
- 9 Aberdeen NCCC campus reopens FY 95
- 12 Denver NCCC campus graduation
- 19-23 National Conference of Lt. Governors, Michigan
- 31 Learn and Serve America Demonstration Programs Progress Report due

01/04/95

CORPORATION FOR NATIONAL AND
COMMUNITY SERVICE
MASTER CALENDAR OF EVENTS

SEPTEMBER 1995

- 6 Charleston NCCC campus reopens FY 95
- 6-8 National Association of Towns and Townships, Washington, DC
- 20 San Diego NCCC campus reopens FY 95
- Final Appropriations Actions
- All Service Centers completely operational and satellite offices closed in Boston, New York, Denver and Seattle
- 23 Denver NCCC campus reopens FY 95
- 30 Policy Reports due to Congress from Board of Directors
- 30 AmeriCorps*USA One Year Report due to Congress

01/04/95

CORPORATION FOR NATIONAL AND
COMMUNITY SERVICE
MASTER CALENDAR OF EVENTS

OCTOBER 1995

- 5 Launch 1995
- 23 Board Meeting - Midwest
- 24 West Coast AmeriCorps Program Directors Meeting (Western States)
- 30 Inspector General's Semiannual Report to Congress due to CEO
- Establishment of Environmental Center of Excellence

01/04/95

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE MASTER CALENDAR OF EVENTS

NOVEMBER 1995

- 1 AmeriCorps*USA 4th Quarter Report due
- 1 AmeriCorps*USA Program Directors Meeting in Washington, DC (Central States)
- 14 AmeriCorps*USA Project Directors Meeting (East Coast States)
- 30 CEO Submits Inspector General's Report to Congress along with Management Report

01/04/95

CORPORATION FOR NATIONAL AND
COMMUNITY SERVICE
MASTER CALENDAR OF EVENTS

DECEMBER 1995

Reserved space

01/04/95

Calendar 1994

JANUARY, 1994

- o Federal Agency T.A. Meeting
- o Assistant Secretary for Legislative Affairs re pending legislation
- o Eli J. Segal meeting with Secretaries
- o Federal Agency Public Affairs Meetings
- o Road Show - Outreach
- o FY 94 Budget/OP Plan
 - 1. Allocation Resources
 - 2. Delegation for Authority
- o SOS Director selected
- o Approval of VISTA/NSVC/NCCC Marketing Strategies by Appropriate Corporation Staff
- o President's challenge to Universities
- o ACTION Program Field Staff Selected for Americorps Program Review Training
- o State Commission Administrative Funds Awarded
- o Internal Electronic Communication
- o Road Show follow-up phone conferences - March
- o 800th toll free lined is operation and is purpose clearly defined

fine tune speaking outreach

- o mail/list management system to enhance targeted outreach
- o Phone System that works - given constraints
- o Building Selected
- o Begin monthly series of speaking presentations by Eli and staff at National Conventions/Conferences for min. and special interest constituences i.e. labor, religions)
- o Public Safety forum outreach (in Feb)
- o VISTA Recruiter Training
- o VISTA College Placement Officer Mailing
- o Secure private partners for AmeriCorps planning grants
- o Secure private partners for Public Safety Forum
- o Infrastructure - Integrate MAC & IBM E-mail systems. Install new network file servers for Corp. Install first 16 States and Regional Office into WAN.
- o Expand LAN capabilities
- o Reassign staff/Develop appropriate work groups utilizing skills/expertise
- o NCCC Recruit approximately 100 Comp Staff (Especially Camp Orders)
- o Select 1st NCCC Regional Camp Site Magazine campaign begins
- o Road Shows/TA Materials Developed APPS & Regs. DVE
- o Campus Outreach

- o 'Newlook, newstaff' - logo, brochures etc.
- o NSVC: SOS Grant NOFA published
- o FY94 1st Quarter Budget and Planning Review
- o Launch of Tex. Dept. of Health, Enterprise FDN, Cities in Schools DC Homeless Initiative guidance on SOS to field, First VISTA Leaders placed, VISTA Recruiters Conference, First VISTA Volunteer Newsletter
- o Fill Key Staff Positions
- o Make decisions on Resource Allocations (Staff/\$)
- o Concept for Corporate MIS
- o Corporation evaluation strategy approved
 - 1. Board selected
 - 2. Decisions on niche (communications) VISTA & CCC
- o Select remaining Senior Staff

FEBRUARY, 1994

- o Editorial Board Campaign Begins
- o NSUE PNS Grant Augmentations, Announced
- o TA Material Finalized
- o NOFA For Other TA Resources
(clearinghouses, preferred procedures, center of excellence, etc)
create Corporate (ACTION, COMM, ONS) evaluation team
- o SOW and funding for corporate M/S
- o VISTA SOS applics due

- o ALL State Comm. Awards issued
- o Private Sector Partnerships around safety continue to fill Key Staff Positions...
- o Begin montlhy meetings with congressmembers
- o National recognition (awards) strategy and implementation settled
- o Presidential event: issue conference - Public Safety
- o Leadership pool recruited
- o Continue Big Outreach Push
- o Presidential Exec. Order issued
- o Black History Month Speech
- o NSUC/NCCC MARKETING/MEDIA Plans are implemented
- o Major TA for Applications
- o Selected ACTION Field Staff Trained in Americorps Program Review Process
- 0 Infrastructure
 - Plan for capacity to do financial statements for FY 1994
 - Survey of all Corp. Staff to Evaluate morale/percieved need for approvement
- o Support fund raising efforts
- o Infrastructure - Add remaining 31 ACTION STATE Offices to HQ Computer Network and Remaining 8 Regional Offices. Write Statement of work for Trust Fund Tracking System.
- o Office Space Design completed
- o VISTA Direct mail/tear-card

- o Selected constituency meetings on effective recruitment system (For disabled, minority, professional Corp)

MARCH, 1994

- o NSVC Association Meeting
- o Secure Private partners for Homeless Forum
- o 2nd Corp. Retreat
- o American Society on Aging Conf.
S.F. (4,000 participants)
Corporation Symposium conducted on Senior Service
- o National Service-learning Conf. (new Mexico 1,000 participants) Serve-America grantee meeting
- o Infrastructure -
 - a. Run current VISTA Payroll & new VMS System in parallel to begin transition to VMS.
 - b. Write statement of work for Trust Fund System .
- o AmeriCorps National Direct Applications/ DOE
- o SOS Grant Serve American Higher Education Review APPs due in March
- o VISTA Leaders placed
- o Recruitment System Operational
- o First Board Meeting
- o First Leadership Institute, NSVC

- o Implementation of VISTA National Marketing Plan
- o Outreach for Homeless Health Forum (in April)
- o The Forum on Homeless/Health Forum
- o NCCC Camp Cdrs & Selected Staff on Board and in Training
- o NSVC Prog RES Drafted
- o New Programming System published by FR
- o TA Resources identified
- o NCCC Select 2nd Reg. Camp Site
- o NCCC Occupy First Regional Camp Site
- o Start MIS design work
- o Award grants in 8(a) contracts for SOS evaluation
- o Award VISTA Health contract
- o VISTA - launch of Oregon Childrens FDN/US Bank
- o Vanderbilt University Multi Stated Health
- o Project decisions on SOS
- o Appropriations hearing begins
- o PSA's emerge
- o Board Meeting
- o Eli on Road Re: Recruiting

- o Presidential event: Challenge to academia
- o Leadership pool Announced

APRIL, 1994

- o Review of Serv e America/Higher Education applications
- o Serve SOS private partners
- o Begin Congressional Budget and Appropriations (thru Sept)
- o IG Semi-annual Report to Congress - sent to CEO
- o Review AmeriCorps National Direct Applications
- o OS Grant Announcements
- o New VISTA VMS on-line
- o CCC Camp Operational
- o Infrastructure - develop move plan and statemnt of work for moving computer systems to new building
- o Formal integration of Corporation/ACTION support offices
- o Hire balance of AmeriCorps staff
- o Leadership pool trained/Campus visits
- o Presidential event re: ethic: awards
- o NCCC Camp Operational (230-250 Corps membership)
- o FY 94 2nd Quarter Budget and Planning Review

- o Begin SOS evaluation as prototype test of Corporate strategy
- o Begin process to award contracts for Corporate evaluation
- o Grants Policy Manual Issued
- o TA Resources up and running
- o Servathon?
- o National Volunteer Week
- o RSVP Interregional Training
- o Private Sector Partnerships around Health (Vetted)
- o Training on new personnel system
- o Presidential event: Challenge to (college) students (student body presidents in D.C>)
- o VISTA - PHS model projects - NY and Texas

MAY, 1994

- o Applicant MIS on-line
- o NSVC PHS Grants awarded
- o NCCC occupy 2nd camp site; select 3rd camp site
- o AmeriCorps National Direct Announcement
- o RSVP Training
- o New Personnel System Implemented
- o Private Sector Advisory Board Meets

- o Major media thrash - very visible now
- o New Personnel System Implemented
- o FGP multi-regional conferences
- o Training for HUD programs
- o Secure private partners for Enuiro (?) forum
- o Older American Month (Media Opportunity)
- o Regional State meetings
- o Budget hearings
- o VISTA Agreement signings with/National Federaion of Community Development Credit Unions
- o CEO Report and IG Report to Congress
- o Infastructure - Wire new building and prepare computer systems for move
- o VISTA interregional Project Supervisor training
- o Outreach for Enuiro Forum (in June)
- o Issue Forum # 3
- o Link private partners to national AmeriCorps programs
- o Program Development Training for SOS grantees
- o Develop recruitment plan

JUNE, 1994

- o AmeriCorps state applications due and review
- o Start testing Corporate MIS
- o NCCC Camp (SE) begins (2nd)
- o Award of AmeriCorps National S. A. Higher Education
- o NSVC New Program Grants Awarded
- o SOS Programs start-up
- o Environmental Forum
- o Polf conference
- o TA for AmeriCorps grantees
- o Private sector relationships around Enviorn (Vetted)
- o Move to new building
- o AmeriCorps- Program Directions- build team
- o Infrastructure - Completed Trust Fund System and begin testing & certification
- o Serve-America (Subpart B); appklications due as part of state plans
- o Presidential visit to SOS site
- o Environmental Forum
- o Program start-ups

JULY, 1994

- o Issue Evaluation Handbook for CBO grantees
- o Award Corporation Evaluation Contracts
- o FY94 3rd Quarter Budget and Planning Review
- o Announce AmeriCorps state grants
- o Trust Fund Operational
- o NSVC Program Regulations published in FR
- o Summer of Safety
- o 1996 Budget decisions made by Corporation
- o Select site for 4th camp site
- o TA to programs
- o VISTA recruitment system included into new databnase
- o Outreach for Education Forum (in August)
- o TA for AmeriCorps grantees
- o Secure private partners for Education forum
- o Help link private partners with local AmeriCoprs programs
- o National Direct Grantee Training

AUGUST, 1994

- o Corporate MIS on-line
- o Appropriations Committee delights in our progress; full funds Corporation for 1995
- o SOS forum ?
- o VISTA project director training
- o Education Forum
- o NCCC Camp (MW) begins
- o Award of Neg (?) American -State S-A
- o Appropriations for FY 1995 secured
- o Private Sector Partnerships around Education
- o TA for AmeriCorps grantees
- o AmeriCorps Program Directors meet/plan/build team
- o Begin VISTA 30th Anniversary events (state and local)
- o State Commission Meeting
- o VISTA recruiter training conference
- o Federal agency 1996 budget preparation

SEPTEMBER, 1994

- o Final Report of SOS Evaluation
- o AmeriCorps launch
- o VISTA 30th Anniversary
- o NCCC Camp (W) begins
- o FY94 close-out review
- o FY 1996 Budget submission OMB
- o Concert??
- o FY94 close-out
- o NSVC Association Meetings
- o VISTA interregional project supervisor training
- o Cabinet Secretary Site visits

OCTOBER, 1994

- o FY95 Operating lan
- o Issue FY 95 budgets to offices
- o AmeriCorps participant 'Council"
- o Cabinet Secretary Site Visits
- o USA Today - National Make A Difference Day

NOVEMBER, 1994

- o Decide whether there will be an SOS 1995

DECEMBER, 1994

- o Publish NOGA for SOS 1995 (if there will be one)

ACCOMPLISHMENT SUCCESS

OCTOBER 1995

- o Created hiring mechanism/process for start-up Corp. needs
- o State Tech. Asst. Team Etab.
(initial CNCS - ACTION - ONS Staff Working Team)
- o Distribution of 35,000 information brochure on AmeriCorps

ACCOMPLISHMENT SUCCESS

DECEMBER 1993

- o Build constituency via HSVC National Association and Training (Leadership)**
 - State Community Region's estab.**
 - Publication of Regions**
 - New Messages (LOGO, Theme)**
- o NCCC sent out first newsletter**
 - Newsletter**
- o NCCC Regional Site visits**
- o Americops Regulations**
Service America Application
Higher Education
 - State Community Regional TA Meetings**
 - Develop TA materials for Americops.**
- o 1st St. Community Awards**
- o Symbolic Integration (LOGO, Stationery, Phone Book)**

ACCOMPLISHMENT SUCCESS

NOVEMBER 1993

- o Public recognition/press press press
- o Consolidation building the outreach mailing list.
- o NCCC Retreat
- o Site Visit System for Regional/State completed.
- o National SCP Conference
- o REGIONAL's for NCSA Programs
- o Published State Regions and applications
- o Administrative needs met; internal systems functioning.
- o Trained Interim Corp Representatives (State Directors)
- o Transferred Commission Staff to internal Personnel/Payroll System.
- o Corp Priorities estab.
- o Participant impact ----- Community impact

ACCOMPLISHMENT SUCCESS

OCTOBER 1993

- o Appropriation 1994
- o The Move
- o We are all together in one place.
- o NSVC change process begun.
- o Inter Departmental Working Groups
- o Media launch week: "Seasons of Service" - Coverage of Corp.
as a whole
(Nov.?)
- o Start-up of National Civilian Community Corps
 - o Corp. mission established
 - o State Corp. Reps.' meeting

ACCOMPLISHMENT SUCCESS

SEPTEMBER 21, 1993

- o Recruitment Options Paper
 - Bill Signing
 - 1st Integrative meeting (State Structure)
 - o State Governors' Representatives Briefing on National Service(DC)
- Listened to our customers through focus groups

ACCOMPLISHMENT SUCCESS
ACROSS THE QUARTER

1. Good Publicity
2. Beginning organizational integration
3. Core team begun to be assembled
4. Field at varying levels drawn into process
5. Partnerships (w/Executive Branch, State, Private Sector) begun
6. "Re-inventing government" principles inculcated

Innovative, VISTA programming (flood response, Enterprise Foundations)

ACCOMPLISHMENT SUCCESS

- * **Successful teams: State, Evaluation, Personnel**
- * **Sense of forward looking-ness**
- * **Absence of screw-ups: Pres. runs on US; Not away from US**
- * **Infrastructure-mail, speaker, etc.**
- * **Public achievements: Regions, objectives, meetings, mission statement.**
- * **Public visibility :Press/Media**

ACCOMPLISHMENT SUCCESS

- o Recruitment and referral system to handle volume that Americorps will generate
 - o Has to include regions
- o Need for a detailed recruitment plan
- o Task force - Decisions- "Get things Done"
- o Rec
 - 1) Survey Departments for resourcing.
 - 2) Survey of Needs.

FROM: Sagawa, Shirley

TO: McCullough, Dini

DATE: 05-27-94

TIME: 16:40

CC:

SUBJECT:

PRIORITY:

ATTACHMENTS:

Let's circulate the old master calendar and ask office heads to note the actual dates when things occurred/will occur.

Calendar 1994

JANUARY, 1994

Road Show - Outreach

Extensive Federal Agency Outreach

Toll-free line is operational; its purpose clearly defined

Integrate MAC & IBM E-mail systems; install new network file servers; install first 16 State and Regional Offices into WAN

New Logo and look developed

Launch of Tex. Dept. of Health, Enterprise Foundation, Cities in Schools DC Homeless Initiative; First VISTA Leader placed; Recruiters Conference; First VISTA Newsletter

NSVC SOS Grant NOFA published

Select remaining Senior Staff

FEBRUARY, 1994

SOS NOFAs for Grant Program, Youth Corps, and Learn and Serve America published; VISTA SOS applications due

NSVC Programs of National Significance Grant Augmentations Announced

Select 1st NCCC Regional Camp Site

Feb., cont.

NOFA For TA Resources published (clearinghouses, preferred procedures, center of excellence, etc)

Begin the contracting process for MIS system

State Commission Awards issued

Major TA and Outreach for AmeriCorps grant program underway

1995 Budgets submitted to Congress

ACTION strategic planning process completed

Add remaining 31 ACTION State Offices to HQ Computer Network and Remaining 8 Regional Offices. Begin contracting process for Trust Fund Tracking System

Completion of 1994 internal budget

MARCH, 1994

Timing of merger announced

Business plan submitted to Congress

Public Safety forum

Congressional appropriations hearings begin

Recruitment system operational

March, cont.

SOS applications due (Grant program, Youth Corps, Learn and Serve America)

NSVC Association Meeting

NCCC Select 2nd Regional Camp Site;
Occupy First Regional Camp Site

Start MIS design work

Award grants in 8(a) contracts for
SOS evaluation

Award VISTA Health contract

VISTA - launch of Oregon Children's
FDN/US Bank

PSAs emerge

Business plan submitted to Congress

APRIL, 1994

SOS grantees and project sites
announced

AmeriCorps Direct, Learn and Serve
America applications due

New VISTA VMS on-line

Begin SOS evaluation as prototype
test of strategy; begin process to
award contracts for evaluation

Grants Policy Manual Issued

National Volunteer Week and Forum on
Health

April, cont.

Publication of Alternative Personnel
System regulations

SOS Directors training

MAY, 1994

Applicant MIS on-line

NCCC occupy 2nd camp site; select
3rd camp site

AmeriCorps Direct Grants Announced

RSVP Training; FGP multi-regional
conferences

New Personnel System Implemented

Training for HUD programs

JUNE, 1994

AmeriCorps state applications due

NCCC Camp (NE) begins

Learn and Serve America K-12 and
Higher Ed grants awarded

NSVC New Program Grants Awarded

SOS Programs start-up

Environmental Forum

Trust Fund System Operational

Learn and Serve-America Community
applications due as part of state plans

JULY, 1994

Announce AmeriCorps state grants

NSVC Program Regulations published in FR

1996 Budget decisions made by Corporation

NCCC select site for 4th camp site

Issue Evaluation Handbook for CBO grantees and award Corporation Evaluation Contracts

National Direct Grantee Training

AUGUST, 1994

Corporate MIS on-line

SOS Forum

VISTA project director training

Education Forum

NCCC Camp (MW) begins

AmeriCorps Program Directors meet/plan/build team

Begin VISTA 30th Anniversary events (state and local)

State Commission Meeting

VISTA recruiter training conference

Leadership Pool launch

SEPTEMBER, 1994

AmeriCorps launch

VISTA 30th Anniversary events continue

NCCC Camp (W) begins

FY 1996 Budget submission to OMB

FY94 close-out

NSVC Association Meetings

VISTA interregional project supervisor training

OCTOBER, 1994

FY95 Operating plan submitted to Congress

Issue FY 95 internal budgets to offices

Decide whether there will be an SOS 1995

NOVEMBER, 1994

Publish NOFA for SOS 1995 (if there will be one)

DECEMBER, 1994

January 16	National toll-free AmeriCorps information line begins taking calls
February	More than 3,000 groups learn about AmeriCorps*USA and Learn and Serve America through two satellite teleconferences
February	More than 500 non-profit organizations attend special briefings
February 23	Launch of the AmeriCorps*VISTA Immunization Program in Texas based on successful 1993 SOS program through which over 100,000 children were immunized
March 10	President holds AmeriCorps public safety forum at Brooklyn College
March 15	Congress begins consideration of FY 1995 appropriations
March 23	Publication of final regulations for AmeriCorps*USA and Learn and Serve America
April 20	First Lady holds AmeriCorps/National Senior Service Corps health forum at White House
April 22	President presents 1994 Volunteer Action Awards
April 25	Learn and Serve America applications due
April 27	"Summer of Safety" programs selected
April 29	First AmeriCorps*USA program applications due
April/May	First class of AmeriCorps*NCCC (National Civilian Community Corps) selected
April/May	Three regional RSVP Directors conferences held nationwide, first in 21 years
May	AmeriCorps Campus Tour goes to over 35 college campuses nationwide
May 10	SOS project directors begin training
May 17	First AmeriCorps*VISTA project directors meeting ever held on a multi-regional basis

Corporation for National Service Important Dates

1993

January 20	Inaugural call for "seasons of service"
March 1	President outlines vision of national service at Rutgers
April 29	President unveils legislation at University of New Orleans
June 21	First "Summer of Service" launched
August 31	President participates in SOS Forum at University of Maryland
September 8	Congress passes National and Community Service Trust Act
September 19	First meeting of state ACTION directors in 13 years
September 21	President signs National and Community Service Trust Act creating Corporation for National Service
October	Commission on National and Community Service and White House Office of National Service move to ACTION building
October 4	Congress appropriates full funding for AmeriCorps*USA
November 18	Publication of regulations governing state commission
November 21	Official opening of the Corporation with Capitol Hill reception
December 1	Senior Companions national conference

1994

January	More than 1,000 organizations nationwide participate in regional technical assistance sessions on AmeriCorps*USA and Learn and Serve America
January 7	Publication of proposed regulations for AmeriCorps*USA and Learn and Serve America

May 31	SOS participant applications due to local programs
June 10 June 22	N.D. Final Decisions State AmeriCorps grant applications due
June 24	Launch of SOS; President Clinton at St. Louis event
June 25	K-12 Final Decisions / June 27 Higher Ed Announcements
July 27	Opening of first AmeriCorps*NCCC campus at Aberdeen
July 21	Senior Service Roundtable: Trends for the Future
July 25	First class of AmeriCorps Leaders begin training
July 27	VISTA placement officers training begins
August	Learn and Serve America CEO's Fund for Innovation and Clearinghouse grantees meet
August 1 - 3	AmeriCorps*USA project directors begin training
August 8	Opening of second AmeriCorps*NCCC campus at Charleston, South Carolina
August 8	VISTA Supervisor Training for Regions I and II in Providence, Rhode Island
August 10-12 -	States receive Definitive word
August 15	Region IV Senior Companions Program training conference
August 17 - 20	State Commission Chairs, directors and project directors begin training
August 17	VISTA Supervisor Training for Regions III and IV in Orlando, Florida
September 7	Opening of third AmeriCorps*NCCC campus at San Diego, California
September 12 (tentative date)	LAUNCH OF AMERICORPS
September 19	Opening of fourth AmeriCorps*NCCC campus at Denver, Colorado
September 20	VISTA Supervisor Training for Regions V, VII and X in Denver, Colorado
December	Launch of VISTA 30th Anniversary Celebration

AMERICORPS PROGRAM CALENDAR

July 1994

Thu, Jun 16, 1994 2:29 PM

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
					SA: Stage II Orientation	
						SA: Break for Reviewers...
3	4	5	6	7	8	9
		SA: Competitive Proposals: Stage II Review		SA: Data Entry	SA: Staff Analysis & Review...	
		ND: Grant Negotiations, Cont'd...				
SA: ...and Staff Analysis		HE: Grant Negotiations				
10	11	12	13	14	15	16
SA: ...Analysis and Review Cont.		SA: Presentation			SA: Notification	
	SA: Write-ups and Preparation for Presentation					
	ND: Mail Final Grant Award Letters (tentative)					
	HE: Higher Ed Grant Negotiations					
17	18	19	20	21	22	23
	SA: Discussion with Semi-Finalists (including Indian Tribes)					
24	25	26	27	28	29	30
SA: Staff Discussions/Recommendations				SA: Notification to States		
	SA: Sr. Staff Final Decisions		SA: Board Conf. Call for Approval			
	SOS: Participant Focus Group (tentative)					
31	1	2	3	4	5	6

June 24	Launch of SOS
June 25	K-12 Final Decisions
June 27	Higher Education Announcements
July 7	Opening of first AmeriCorps*NCCC campus at Aberdeen
July 19	Opening of second AmeriCorps*NCCC campus at Charleston, South Carolina
July 25	First class of AmeriCorps Leaders begin training
August	Learn and Serve America CEO's Fund for Innovation and Clearinghouse grantees meet
August 1-3	AmeriCorps*USA project directors begin training
August 11	States ^{AmeriCorps grants} receive definitive word
August 17-20	State Commission Directors Meeting
August 30	Opening of third AmeriCorps*NCCC campus at Denver, Colorado
September 12	LAUNCH OF AMERICORPS
September 13	Opening of fourth AmeriCorps*NCCC campus at San Diego, California

also:

state apps: aug. 1-5 states Make Revisions

~~aug. 11 states receive definit~~

aug. 10 SA: final Presentation to Leadership

aug 8-12 SA: Staff Review of State Revisions

AMERICORPS PROGRAM CALENDAR

Thu, Jun 16, 1994 2:29 PM

September 1994

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11 	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

LAUNCH OF AMERICORPS (tentative)



Corporation for National Service Important Dates

1993

January 20	Inaugural call for "seasons of service"
March 1	President outlines vision of national service at Rutgers
April 29	President unveils legislation at University of New Orleans
June 21	First "Summer of Service" launched
September 8	Congress passes National and Community Service Trust Act
August 31	President participates in SOS Forum at University of Maryland
September 19	First meeting of state ACTION directors in 13 years
September 21	President signs National and Community Service Trust Act creating Corporation for National Service
October	Commission on National and Community Service and White House Office of National Service move to ACTION building
October 4	Congress appropriates full funding for AmeriCorps*USA
November 18	Publication of regulations governing state commissions
November 21	Official opening of the Corporation with Capitol Hill reception
December 1	Senior Companions national conference

1994

January	More than 1,000 organizations nationwide participate in regional technical assistance sessions on AmeriCorps*USA and Learn and Serve America
January 7	Publication of proposed regulations for AmeriCorps*USA and Learn and Serve America

January 16	National toll-free AmeriCorps information line begins taking calls
February	More than 3000 groups learn about AmeriCorps*USA and Learn and Serve America through two satellite teleconferences
February	More than 500 non-profit organizations attend special briefings
February 23	Launch of the AmeriCorps*VISTA Immunization Program in Texas based on successful 1993 SOS program through which over 100,000 children were immunized
March 10	President holds AmeriCorps public safety forum at Brooklyn College
March 15	Congress begins consideration of FY 1995 appropriations
March 23	Publication of final regulations for AmeriCorps*USA and Learn and Serve America
April 20	First Lady holds AmeriCorps/National Senior Service Corps health forum at White House
April 22	President presents 1994 Volunteer Action Awards
April 25	Learn and Serve America applications due
April 27	"Summer of Safety" programs selected
April 29	First AmeriCorps*USA program applications due
	First class of AmeriCorps*NCCC (National Civilian Community Corps) selected
April/May	Three regional RSVP Directors conferences held nationwide, first in 21 years
May	AmeriCorps Campus Tour goes to over 35 college campuses nationwide
May 10	SOS project directors begin training
May 17	First AmeriCorps*VISTA project directors meeting ever held on a multi-regional basis
May 31	SOS participant applications due to local programs
June 22	State AmeriCorps grant applications due

June 1994

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

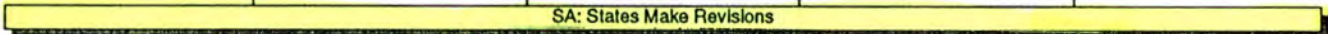
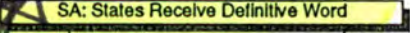
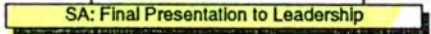
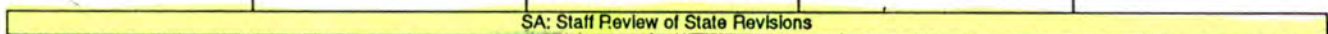
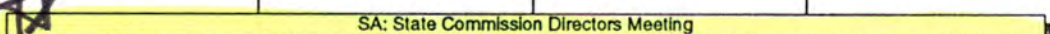
Saturday

29	30	31	1	2	3	4
NATIONAL DIRECT						
HIGHER ED						
STATE APPS						
SUMMER OF SAFETY						
K-12						
5	6	7	8	9	10	11
				ND: Final Decisions		
					ND: Packets to Board	
12	13	14	15	16	17	18
		ND: Conference Call w/ Board		ND: Mail Rejection Letters		
			ND: Resolve Remaining Issues			
			ND: Fax Notifications to Hill			
19	20	21	22	23	24	25
ND: Press Release		SA: Move Into Hotel			SOS: Tentative Kick-Off	
		SA: State Apps Due				
			SA: Log In State Apps			
K-12: Review of Tribes/Territories & LEAs in AKNDNSD					SA: Analyze Submissions...	
ND: Handle Incoming Calls From Unsuccessful Applicants					K-12: Final Decisions [tent.]	
ND: Grant Negotiations (micro issues) with Successful Projects						
26	27	28	29	30	1	2
HE: Tentative Announcement			SA: Panel Wrap-Up			
SA: ... and Peer Review Prep	SA: Peer Review Panels Meet					
K-12: Final Decisions [tent.]	ND: Handle Incoming Calls from Unsuccessful Applicants					
	ND: Grant Negotiations, Cont'd...					

AMERICORPS PROGRAM CALENDAR

Thu, Jun 16, 1994 2:29 PM

August 1994

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
	  					
7	8	9	10	11	12	13
			   			
14	15	16	17	18	19	20
			 			
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Shirley - I would take off ① Eli's travels + ② indw. office retreat's/planners + ③ the staff review/process + ④ sensitive issue like Aberdeen indw. conference presentations -

October 1994

Call

- 1-Corporation approval of NCCC Recruitment Application

- 6-7-Office of National and Community Service Programs staff retreat

- 14-Eli-New York City

- ✓ • 14-Denver NCCC Campus Induction Ceremony

- 15-Make decision to maintain NCCC campus at APG, Maryland

- ✓ • 15-11/15-Administrative funds grant applications due from state commissions

- 17-Eli-Vermont

- 17-19-NCCC Retreat

- 18-Eli-Chicago

- 27-Office of National and Community Service Programs staff training session

- Evaluation of VISTA begins - ?

- ~~Staff review, senior decisions, and site visits/interviews for state commission administrative funds grant applications~~

- Preparation of AmeriCorps State, AmeriCorps Direct, Learn and Serve America: Higher Education, Learn and Serve America: K-12, and Demonstrations grant application guidelines

Add calendar dates
Start up of calendar list

Jen - pls add events/dates marked w/green check marks. Also - see Shirley's notes.

To Don

November 1994

- ✓ • 1-NCCC Application received from GPO
- ✓ • 1-12/15-Notification of state commission administrative awards
- ✓ • 10-Make decision whether to open 5th NCCC Campus
- ✓ • 15-Distribute Learn and Serve America: K-12 grant applications
- ✓ • Eli-Hope VI sites
- ✓ • Complete headquarters relocation
- ✓ • RFP for toll free services begin
- SOS Evaluation presentation at American Evaluation Association ~0
- ✓ • Preparation of AmeriCorps State, AmeriCorps Direct, Learn and Serve America: Higher Education, Learn and Serve America: K-12 and Demonstrations grant application guidelines
- ✓ • Issue forum?

December 1994

✓ •15-Publish NCCC summer program grant info. in Federal Register

✓ •15-Distribute AmeriCorps State, AmeriCorps Direct, Learn and Serve America: Higher Education, and Demonstrations grant applications

✓ •31-NSSC Regulations cleared for publication

✓ •31-FY95 guidance for new funds allocation issued to Clusters and State Offices for PNS, Sect. 226, and program expansion

✓ •31-Corporation long range vision and strategies for developing a senior service movement written and adopted

•NSSC office management and organization brought into line and integrated within larger Corporate culture and priorities

✓ •Preparation of AmeriCorps Direct grant application guidelines

✓ •Holiday Party?

January 1995

- ✓ •9-13-Regional Application Technical Assistance Meetings (Road Shows)
- ✓ •16-Martin Luther King Day
 - 16-Select/Identify alternative site for Northeast Campus
 - 16-Make site recommendations for new campus
 - 18-NCSP staff training
- ✓ •20-Learn and Serve America: K-12 grant applications due
 - 20-3/31-Staff review, senior decisions, and site visits/interviews for Learn and Serve America: K-12 grant renewal applicants
- ✓ •31-Summer program grant application deadline ?
 - 31-Technical assistance requests due from NCSP grantees
- ✓ •Submit FY 1996 budget to Congress
- ✓ •White House Private Sector Meeting

Establishment of Leadership Institute

February 1995

- ✓ •3-4-Learn and Serve America: K-12 service learning conference
- ✓ •7-8-Technical assistance meeting for new AmeriCorps Direct grant applicants
- ✓ •13-17-Learn and Serve America: K-12 peer reviews for new grant applicants
 - 20-3/31-Staff review, senior decision, and site visits/interviews for new Learn and Serve America: K-12 new grant applicants
 - 22-NCSP staff training
- ✓ •28-Learn and Serve America: Higher Education grant renewal applications due
- ✓ •Staff review, senior decisions, and site visits/interviews for Learn and Serve America: K-12 grant renewal applicants
- ✓ •Issue forum?

March 1995

- ✓•1-AmeriCorps Direct grant applications due (renewals/expansions)
- ✓•12-Learn and Serve America: K-12 grantee meeting
- ✓•15-AmeriCorps Direct grant applications due (new/planning)
- ✓•16-17-NCCC Corpsmember Forum, Washington, D.C.
- ✓•21-Learn and Serve America: Higher Education new grant applications due
- 22-NCSP staff training
- ✓•24-NCCC Corps member application deadline
- ✓•31-NCCC Summer program grant selection
- ✓•31-AmeriCorps State grant applications due
- ✓•HUD-VA Appropriations Hearings
- ✓•Labor-HHS Appropriations Hearings
- ✓•Following OPM approval in Oct., implement new alt. personnel system
- ✓•Make first payments from Trust Fund for full year participants
- ✓•Issue Corporation Financial statements
- ✓•Staff review, senior decisions, and site visits/interviews for AmeriCorps Direct grant renewal applicants
- ✓•Staff review, senior decisions, and site visits/interviews for Learn and Serve America: Higher Education grant renewal applicants
- ✓•Staff review, senior decisions, and site visits/interviews for Learn and Serve America: K-12 grant renewal applicants
- ✓•Staff review, senior decision, and site visits/interviews for new Learn and Serve America: K-12 new grant applicants
- ✓•Proposed VISTA 30th Hearings
- ✓•NCCC Advisory Board Meeting

April 1995

- ✓ • 10-Notification of all Learn and Serve America: K-12 grant awards
- ✓ • 10-14-AmeriCorps Direct peer reviews for new grant applicants
- ✓ • 13-Demonstration grant applications due
- 17-20-Learn and Serve America: Higher Education peer reviews for new grant applicants
- ✓ • 24-28-National Service Week
- 24-28-AmeriCorps State peer reviews for new grant applicants
- Eli-Montana
- ✓ • Servathon
- Staff review, senior decisions, and site visits/interviews for AmeriCorps State grant applicants
- ✓ • Staff review, senior decisions, and site visits/interviews for AmeriCorps Direct grant applicants (renewal and new)
- ✓ • Staff review, senior decisions, and site visits/interviews for Learn and Serve America: Higher Education grant renewal applicants

May 1995

- ✓ •1-4-White House Conference on Aging
- 1-Site decision for 5th NCCC campus
- 1-14-Staff review, senior decisions, and site visits/interviews for new Learn and Serve America: Higher Education grant applicants
- 8-11-Demonstrations grant applicants peer review
- ✓ •10-Notification of all AmeriCorps Direct grant awards
- ✓ •15-Notification of all Learn and Serve America: Higher Education grant awards
- Staff review, senior decisions, and site visits/interviews for AmeriCorps State grant applicants
- Staff review, senior decisions, and site visits/interviews for AmeriCorps Direct grant applicants (renewal and new)
- Staff review, senior decisions, and site visits/interviews for Demonstrations grant applicants
- ✓ •Issue Forum ?

June 1995

- ✓ •7-Aberdeen NCCC campus graduation ✓
- ✓ •15-Notification of all AmeriCorps State grant awards ✓
- ✓ •21-Charleston NCCC campus graduation ✓
- ✓ •30-Policy Reports Due to Congress ✓
- Staff review, senior decisions, and site visits/interviews for AmeriCorps State grant applicants ✓
- Consideration of Appropriations ✓

July 1995

- ✓ •1-Notification of all Demonstrations grant awards ✓
- ✓ •7-NCCC summer program opens ✓
- ✓ •12-Denver NCCC campus graduation ✓
- ✓ •Issue forum? ✓

August 1995

- ✓ •2-San Diego NCCC campus graduation ✓
- ✓ •9-Aberdeen NCCC campus reopens FY95 ✓
- ✓ •23-NCCC summer program graduation ceremony ✓
- ✓ •23-Denver NCCC campus reopens FY 95 ✓

September 1995

- ✓ • 6-Charleston NCCC campus reopens FY 95 ✓
- ✓ • 20-San Diego NCCC campus reopens FY 95 ✓
- ✓ • Final Appropriations Actions
- ✓ • All Service Centers completely operational and satellite offices closed in Boston, New York, Denver, and Seattle ✓
- ✗ • 5th NCCC campus opens ✓

October 1995

- ✓ • Launch 1995 ?
- ✓ Establishment of Environmental Center of Excellence

November 1995

December 1995

October 1994

- 14-Denver NCCC Campus Induction Ceremony
- 15-11/15-Administrative funds grant applications due from state commissions

November 1994

- 1-12/15-Notification of state commission administrative awards
- 15-Distribute Learn and Serve America: K-12 grant applications
- Complete headquarters relocation
- RFP for toll free services begin
- Issue forum?

December 1994

- 15-Publish NCCC summer program grant info. in Federal Register
- 15-Distribute AmeriCorps State, AmeriCorps Direct, Learn and Serve America: Higher Education, and Demonstrations grant applications
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- Holiday Party?

January 1995

- 9-13-Regional Application Technical Assistance Meetings (Road Shows)
- 16-Martin Luther King Day
- 20-Learn and Serve America: K-12 grant applications due
- Submit FY 1996 budget to Congress
- White House Private Sector Meeting
- Establishment of Leadership Institute

February 1995

- 3-4-Learn and Serve America: K-12 service learning conference
- 7-8-Technical assistance meeting for new AmeriCorps Direct grant applicants
- 13-17-Learn and Serve America: K-12 peer reviews for new grant applicants
- 28-Learn and Serve America: Higher Education grant renewal applications due
- Issue forum?

March 1995

- 1-AmeriCorps Direct grant applications due (renewals/expansions)
- 12-Learn and Serve America: K-12 grantee meeting
- 15-AmeriCorps Direct grant applications due (new/planning)
- 16-17-NCCC Corpsmember Forum, Washington, D.C.
- 21-Learn and Serve America: Higher Education new grant applications due
- 24-NCCC Corps member application deadline
- 31-NCCC Summer program grant selection
- 31-AmeriCorps State grant applications due
- HUD-VA Appropriations Hearings
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- Following OPM approval in Oct., implement new alt. personnel system
- Make first payments from Trust Fund for full year participants
- Issue Corporation Financial statements
- Proposed VISTA 30th Hearings
- NCCC Advisory Board Meeting

April 1995

- 10-Notification of all Learn and Serve America: K-12 grant awards
- 13-Demonstration grant applications due
- 24-28-National Service Week and Servathon

May 1995

- 1-4-White House Conference on Aging
- 10-Notification of all AmeriCorps Direct grant awards
- 15-Notification of all Learn and Serve America: Higher Education grant awards
- Issue Forum

June 1995

- 7-Aberdeen NCCC campus graduation
- 15-Notification of all AmeriCorps State grant awards
- 21-Charleston NCCC campus graduation
- 30-Policy Reports Due to Congress

July 1995

- 1-Notificaton of all Demonstrations grant awards
- 7-NCCC summer program opens
- 12-Denver NCCC campus graduation
- Issue forum?

August 1995

- 2-San Diego NCCC campus graduation
- 9-Aberdeen NCCC campus reopens FY95
- 23-NCCC summer program graduation ceremony
- 23-Denver NCCC campus reopens FY 95

September 1995

- 6-Charleston NCCC campus reopens FY 95
- 20-San Diego NCCC campus reopens FY 95
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October 1995

- Launch 1995
- Establishment of Environmental Center of Excellence