

FOIA MARKER

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Calendars - Sagawa, 1994 [3]

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ACCOMPLISHMENT SUCCESS

OCTOBER 1993

- o Created hiring mechanism/process for start-up Corp. needs
- o State Tech. Asst. Team Estab.
(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.

Damn

Spec -

? on mastercard
?

Need to
get this
from
Brie
-
to if

SS

CORPORATION FOR
NATIONAL
AND
COMMUNITY
SERVICE

MEMORANDUM FOR CALENDAR WORKING GROUP

FROM: Shirley Sagawa

RE: Refinement of the Master Calendar

DATE: December 30, 1993

Attached you will find a copy of the draft calendar developed at the retreat. I suggest we begin our task by identifying items that fall into the following categories:

- requiring significant time and/or preparation from a single department (examples: CCC opening first site; VISTA training)
- requiring significant involvement of multiple departments (examples: recruitment launch; roadshow)
- provide an important benchmark for the Corporation (examples: AmeriCorps launch)
- should be noted by all departments (examples: national volunteer week; budget submission due)

Based on the identification of these items, we can then determine if there are any "trainwrecks" ahead -- too much work scheduled for a single month, conflicting events, etc. The calendar will also help us determine whether we should proceed with various items on and off the draft calendar, and whether we need to reallocate staff or other resources at particular times. Do not assume because something is on the draft calendar that it is necessarily approved or that it will take place in the month it is written.

If you will complete your review of the draft calendar by the scheduled meeting, we can use the meeting time more productively. Thanks.

Calendar 1994

JANUARY, 1994

- o Federal Agency T.A. Meeting
- 1P* o Assistant Secretary for Legislative Affairs re pending legislation
- MD* (o) Eli J. Segal meeting with ^{Cabinet} ~~Secretaries~~ } Extensive Federal agency Outreach
- (o) Federal Agency Public Affairs Meetings
- Amer* (o) Road Show - Outreach
- OMB* (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
- 1P* o President's challenge to Universities (Feb)
- 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
- MD* (o) 800 ~~line~~ 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

MD
PA
SOS
VISTA
Amv.
NSVC
Amv.
OMB

- o 'Newlook, newstaff' - logo, brochures etc.

- o NSVC: SOS Grant NOFA published ~~SOS Grant~~

- 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

- o *Res + Apps published*
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 *Statement of Work*
SOW and funding for corporate ~~M/S~~ *MIS*
(start contracting process)

- o VISTA SOS applics due

deadline to receive State Comm. awards

Amur

- 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

PA

- o Presidential event: issue conference - Public Safety *PL/PA*
- 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
- o 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

DMB 2 weeks

OMB 15

- 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
- NSVC? o NSVC Prog RES Drafted
- OMB 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
- OMB o Start MIS design work
- o Award grants ^{or} in 8(a) contracts for SOS evaluation
- VISTA 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
- PA o Appropriations hearing begins
- o PSA's emerge
- o Board Meeting
- 7 o Eli on Road Re: Recruiting

MD

Business plan submission to Congress

7.0 Presidential event: Challenge to academia

7.0 Leadership pool Announced

APRIL, 1994

- SA 0 Review of Serve America/Higher Education applications
- 0 Serve SOS private partners
- GMB 0 Begin Congressional Budget and Appropriations (thru Sept)
- 0 IG Semi-annual Report to Congress - sent to CEO
- Amer 0 Review AmeriCorps National Direct Applications
- 0 OS Grant Announcements
- may 0 New VISTA VMS on-line
- NCCC 0 CCC Camp Operational
- 0 Infrastructure - develop move plan and statemnt of work for moving computer systems to new building
- Dave? 0 Formal integration of Corporation/ACTION ~~support offices~~ *accounting function.* ✓
- 0 Hire balance of AmeriCorps staff
- 0 Leadership pool trained/Campus visits
- 0 Presidential event re: ethic: awards
- NCCC 0 NCCC Camp Operational (230-250 Corps membership)
- Dave? 0 FY 94 2nd Quarter Budget and Planning Review *yes*

- 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 (Possible Presidential Forum on Health)
- 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
- NSVC 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
- ~~TH~~ 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
- 509 o Program Development Training for SOS grantees
- o Develop recruitment plan

JUNE, 1994

Amer ☐ AmeriCorps state applications due and review

☐ Start testing Corporate MIS

NCCC ☐ NCCC Camp (SE) begins (2nd)

L+S ☐ Award of AmeriCorps National S. A. Higher Education *serve*

☐ NSVC New Program Grants Awarded

SOS ☐ SOS Programs start-up

July ☐ Environmental Forum

☐ Polf conference

☐ TA for AmeriCorps grantees

☐ Private sector relationships around Enviorn (Vetted)

MD ☐ Move to new building? *august*

☐ AmeriCorps- Program Directions- build team

OMB ☐ Infrastructure - Completed Trust Fund System and begin testing & certification

L+S ☐ Serve-America (Subpart B); appklications due as part of state plans

PA ☐ Presidential visit to SOS site

☐ ~~Environmental Forum~~

☐ Program start-ups

JULY, 1994

- o Issue Evaluation Handbook for CBO grantees
- Amer? o Award Corporation Evaluation Contracts
- ? o FY94 3rd Quarter Budget and Planning Review
- Amer? o Announce AmeriCorps state grants
- ? o Trust Fund Operational
- NSVC 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

o Environmental Forum

AUGUST, 1994

OMB

○ Corporate MIS on-line

- Appropriations Committee delights in our progress; full funds Corporation for 1995
- SOS forum?

VISTA

PIX?

Amer.

NCCC

○ VISTA project director training

○ Education Forum / Sept.

○ NCCC Camp (MW) begins

○ Award of Neg (?) American -State S-A

○ Appropriations for FY 1995 secured

○ Private Sector Partnerships around Education

○ TA for AmeriCorps grantees

○ AmeriCorps Program Directors meet/plan/build team

VISTA

○ Begin VISTA 30th Anniversary events (state and local)

○ State Commission Meeting

○ VISTA recruiter training conference

○ Federal agency 1996 budget preparation

SEPTEMBER, 1994

o Final Report of SOS Evaluation

Amer o AmeriCorps launch

o VISTA 30th Anniversary

NCCC o NCCC Camp (W) begins

o FY94 close-out review

OMB o FY 1996 Budget submission OMB

o Concert??

o FY94 close-out

o NSVC Association Meetings

VISTA o VISTA interregional project supervisor training

o Cabinet Secretary Site visits

OCTOBER, 1994

OMB o FY95 Operating lan

o Issue FY 95 budgets to offices

Amer o AmeriCorps participant 'Council" *January*

o Cabinet Secretary Site Visits

PA 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)



**The Commission
on
National and Community Service**

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9-29

We are transmitting a total of 2 pages, including this cover page.

Re:

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Message:

For to Shirley

MEMORANDUM

To: Gary Kowalczyk, Catherine Milton
From: Shirley Sagawa
Re: This week's meetings
Date: September 28, 1993

I wanted to confirm several meetings for this week.

Tomorrow, at 4:30 pm, we will have the next Americorps implementation meeting in Eli's office. If you or your staff have items for the agenda, please let me know by the end of the day. Eli would like participants to review the attached two articles -- we may use these for the discussion tomorrow or address other issues if they are more timely.

Thursday at 10 am, we will have a training session for public information staff regarding how to respond to inquiries from the public. Room TBA. I have the list of ACTION attendees -- does Diana have the Commission list?

Thursday at 2:30 pm, we will have a meeting to discuss the future of the Summer of Service in Eli's office. Jennifer Reilly and I have discussed this -- please let me know who will be attending from your organizations.

Next week, there will be a meeting Tuesday at 11 am to discuss national identity issues.

The following meetings need to be scheduled:

A meeting to follow-up the state conference (Shirley, Michael Camunez, Mal Coles, Gary, Catherine, Chris Gallagher, Commission staff working on follow-up).

A meeting to discuss plans for VISTA and review the IG report (Gary, Diana London, Michael Camunez, Eli, Shirley).

Finally, I would like to have a package of background materials on national service, the legislation, and existing programs in both agencies to provide as an orientation package for new employees, applicants, volunteers, etc. Could you ask your staffs to forward any appropriate materials to me by Friday? Thanks.

9/29

CORP 7 Schedule
Shirley

MEMORANDUM

To: Gary Kowalczyk, Catherine Milton
From: Shirley Sagawa
Re: This week's meetings
Date: October 2, 1993

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Finally, I would like to have a package of background materials on national service, the legislation, and existing programs in both agencies to provide as an orientation package for new employees, applicants, volunteers, etc. Could you ask your staffs to forward any appropriate materials to me by Friday? Thanks.

Meetings rescheduled

Training -- moved from Thursday at 10 to Friday at 10

Summer of Service -- moved from Thursday at 2:30 to Thursday at 5.

State meeting -- Catherine to set up

VISTA meeting -- Gary/Diana

Background materials ok to hand in Monday

Private sector/program meeting to schedule -- Nancy

Done when
 copy to Jane
 copies to Mike
 Jodi, Robert
 Dini
 Neel
 for master
 calendar

June 1994

DINI

Thu, Jun 16, 1994 2:29 PM

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

July 1994

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

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	ND: National Direct Project Directors Workshop					
	SA: States Make Revisions					
14	8	9	10	11	12	13
				SA: States Receive Definitive Word		
	SA: Final Presentation to Leadership					
	SA: Staff Review of State Revisions					
21	15	16	17	18	19	20
				SA: State Commission Directors Meeting		
28	22	23	24	25	26	27
	29	30	31	1	2	3

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
LAUNCH OF AMERICORPS [tentative]						
18	19	20	21	22	23	24
25	26	27	28	29	30	1