

FOIA MARKER

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Collection/Record Group: Clinton Presidential Records

Subgroup/Office of Origin: National Service

Series/Staff Member: Shirley Sagawa

Subseries:

OA/ID Number: 24268

FolderID:

Folder Title:

Calendars - Sagawa - August 1995

Stack:

S

Row:

66

Section:

1

Shelf:

9

Position:

2

Clinton Presidential Records Digital Records Marker

This is not a presidential record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

This marker identifies the place of a tabbed divider. Given our digitization capabilities, we are sometimes unable to adequately scan such dividers. The title from the original document is indicated below.

August 1995

Divider Title: _____

Sagawa, Shirley

August 1995

S	M	T	W	T	F	S
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Tuesday, August 01, 1995

8:00	NICOLE AT DOCTORS UNTIL 12 NOON
8:30	
9:00	
9:30	
10:00	Exec Dir Team Leaders Room 9520
10:30	
11:00	
11:30	Cecilia C re forums and other items
12:00	
12:30	
1:00	
1:30	
2:00	Eli's Executive Staff in Eli's conference room
2:30	
3:00	
3:30	Karen H
4:00	
4:30	
5:00	
5:30	
6:00	

1:29PM Tuesday, August 01, 1995

Sagawa, Shirley

August 1995						
S	M	T	W	T	F	S
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Wednesday, August 02, 1995

8:00	
8:30	
9:00	
9:30	Eli's Executive Staff Eli's Conf Room
10:00	
10:30	
11:00	Phonke T / Mike K / Karen H / Peter (at the uniforms)
11:30	
12:00	Lunch w/Catherine M
12:30	
1:00	
1:30	
2:00	Diana A/Mal C/Peter H/Mae Chao & Tracy G re Bill Basil, ED for Wash State Room 9520
2:30	Dian A/Peter H/Tracy G/Chris M re Ed awards Room 9520
3:00	
3:30	
4:00	Chuck S/Gene S/Mark F/Melinda H/Rick A/ re grantmakers forum on National Service Room 8721
4:30	
5:00	
5:30	
6:00	

*Michelle
Deena A
Karen H
Phonke
Mike K
uniform*

*5 minutes
427
Hidie Joo
net'l direct*

209
249

Graduation

3:00 pm on 8/17
Cone/Sunrise

✓ ①

lunch w/ Rick
①
~~6:00~~ Rick + Shu/19

off campus
for MLK &
NATIVE DAY
games

② Korean 1st -
~~7:00~~
1800 507 0053 →

~~Out snow/mil/19~~
~~one left~~

Sagawa, Shirley

August 1995						
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Thursday, August 03, 1995

8:00	AMII'S LAST DAY
8:30	
9:00	9:15 Eli's Senior Staff Room 9520
9:30	
10:00	Eli/Harris W/Rick A re Harris' meeting with Sen. Kassembaum in Eli's conf. room
10:30	
11:00	Eli/Rick/Karen/Jay/Rhonda re national events Room 9607
11:30	
12:00	
12:30	
1:00	Lunch for Amii w/Avelina & Nicole
1:30	
2:00	
2:30	
3:00	Debbie J
3:30	
4:00	
4:30	
5:00	
5:30	
6:00	

5:34PM Thursday, August 03, 1995

Sagawa, Shirley

August 1995						
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Friday, August 04, 1995

8:00	
8:30	
9:00	
9:30	Karen H
10:00	10:15 a.m. Heidi Joo
10:30	Laura G re employee plan
11:00	Peg R re Subtitle H
11:30	
12:00	
12:30	12:45 a.m. Introduce Eli before AmeriCorps Leaders Room 8410
1:00	AmeriCorps Leaders Presentation Room 8410
1:30	
2:00	Don S will call in
2:30	Jim S/Rick A/Gene S/Tom Endres & Melinda H re Senior Corps Conference Room 9205
3:00	
3:30	
4:00	
4:30	Reception for AmeriCorps Leaders Indian Treaty Room, Room 474, OEOB
5:00	
5:30	
6:00	

2:28PM Friday, August 04, 1995

set
Policy mty

Thompson, Avelina

From: Selby, Steve
To: Stroud, Susan@CNCS MS Mail Ser; Sofer, Gene; Maguire, Meg@CNCS MS Mail Serv; Hussey, Robert; Calvo, Cecilia; Allen, Rick
Cc: Thompson, Avelina; Sagawa, Shirley; Reed, Matthew@CNCS MS Mail Ser; Josephson, Markus@CNCS MS Mail
Subject: Federal Agencies/Meetings
Date: Thursday, August 03, 1995 6:10PM

Per Shirley's request, we will be meeting next week with our federal agency contacts (grantees) to discuss the current state of affairs related to grants, Congressional action and the future. That meeting is scheduled for Friday, August 11, at 3:00 PM in Room 8410.

Shirley asked that we meet prior to the Friday session in order to discuss and coordinate our agenda and message. That planning meeting is scheduled for Monday, August 7, at 3:00 PM in Shirley's Conference Room.

Gene Sofer will be able to join us on Monday for the planning session, but will be out of town on Friday. (We are looking into teleconference facilities along the North Carolina coast.)

Sagawa, Shirley

August 1995						
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Monday, August 07, 1995

8:00	
8:30	
9:00	Eli's Senior Staff Room 9520
9:30	
10:00	
10:30	
11:00	Mal C/Tracy G/Tom E & Kathi D staff training in room 9607
11:30	
12:00	
12:30	Lunch w/Rick re national events
1:00	
1:30	Review of State Revisions with Leadership Room 9520
2:00	
2:30	
3:00	Rick/Gene/Susan S/Meg R/Cecilia C/Steve S & Bob H Prep for Federal Grants meeting room 9607
3:30	
4:00	Melinda H/JToscano/Jina S/Bruce C re piloting campus rep room 9607
4:30	Eli re recruitment
5:00	Karen H -
5:30	
6:00	

Don Scott 8/7
4:05
Cellular #
1 202 812
0978

Coprence call to
Exec. Committee
Terry/DIANA
Shirley
Exec. Committee
Regina
Erlich
Ad Board
Gailayhol

1:29PM Monday, August 07, 1995

①

Century
702 588-8383

② Century
861 6758

not
8/13 11:20
Tats

Avelina -
need guinea
meeting on field
staff training w/
Mal, Tracy, Kathi,
Tom E

Shirley -

This is the draft
of the needs assessment
for the field -

Cover letter should be
done today -

Mal told me his idea
of adding field staff
to A*State Project Directors
meetings - However these are
2 different audiences w/ no
overlap in my view - would
like to speak to you
about this -
Kathi
X110

PROPOSED TOPICS

The following training topics have been suggested by the conference focus group. Please review and prioritize them (in the space to the left of the topic) based on YOUR needs. In the first column to the right (*METHOD*), indicate your choice of training methodology (W=workshop; R=roundtable; FD=facilitated discussion; L=lecture or LP=lecture/plenary.) In the next column (*LENGTH*) indicate the number of MINUTES to be devoted to the topic. Finally, in the last column (*PRESENTER*), identify potential leaders, etc., from within and outside the Corporation, to lead these sessions. The blank spaces below are for you to add your own topics, etc. Use the back of this sheet if you need additional space.

<u>PRIORITY</u>	<u>TOPIC</u>	<u>METHOD</u>	<u>LENGTH</u>	<u>PRESENTER</u>
—	Outcome-based Programming	—	---	-----
—	State Office roles/responsibilities	---	---	-----
—	Building collaborations/partnerships	---	---	-----
—	Programming cost-shared projects	---	---	-----
—	Innovative programming techniques	---	---	-----
—	What is capacity building?	---	---	-----
—	Developing sustainable projects	---	---	-----
—	Preparing a project site	---	---	-----
—	Developing/locating local resources	---	---	-----
—	Office team-building	---	---	-----
—	How to work smart	---	---	-----
—	Problem terminations	---	---	-----
—	New NSSC sponsor development	---	---	-----
—	How to set-up & conduct training	---	---	-----
—	Project phase-out	---	---	-----
—	Programming in rural/urban environs	---	---	-----
—	New NSSC regulations	---	---	-----
—	Role/functions of the NSSC prgm. council	---	---	-----
—	Simultaneous SPD & SPS meetings	---	---	-----
—	CNS Leaderships discussions	---	---	-----
—	Recruitment	---	---	-----
—	Alumni groups/30th anniv. wrap-up	---	---	-----
—	Cluster meetings	---	---	-----
—	Computer training (Microsoft Mail)	---	---	-----
—	How to set-up & conduct training	---	---	-----
—	Training of trainers (list sub-topics:	---	---	-----
	_____	---	---	-----
	_____	---	---	-----
	_____	---	---	-----
---	-----	---	---	-----
---	-----	---	---	-----
---	-----	---	---	-----
---	-----	---	---	-----

We have enclosed the agenda *shell* to give you an idea of the stream of the conference, its general content, length, etc. These should help you in determining priorities and the time we can reasonably spend on a given topic.

Note that Workshops will undoubtedly be scheduled to run concurrently. We will make an effort to see that they are repeated at least once to provide greater participation.

Thank you very much.

MONDAY MORNING

(Host Cluster: Southern)

8:30 - 5:00 Registration/Sign-in

AFTERNOON

ADMINISTRATIVE WORKSHOPS (OPTIONAL) 1 - 5 PM

- 1) How to analyze project budgets & proposals
- 2) Reviewing legal issues as they pertain to CNS programs.
- 3) Sharpening one's communication skills
- 4) CNS's alternate Personnel System
- 5) Cultural Diversity

6:00 All-hands Reception

TUESDAY MORNING

(Host Cluster: Southwest)

8:30 Plenary Session(s)

10:00 Refreshments

10:30 Workshops/lectures/roundtables:

AFTERNOON

12 - 2 PM Lunch

2:00 Workshops/lectures roundtables:

3:30 Refreshments

4:00 Workshops/lectures/roundtables (repeated or continued):

6:00 Evening Entertainment

WEDNESDAY MORNING
(Host Cluster: Atlantic)

8:30 Plenary Session(s)

10:00 Refreshments

10:30 Workshops/lectures/ roundtables, etc.:

AFTERNOON

12 - 4 PM Lunch/recreation

4:15 Workshops/lectures/roundtables, etc.:

5:45 Dinner (on own)

7:30 - 9:00 Evening (optional) colloquia:

THURSDAY MORNING
(Host Cluster: Pacific)

8:30 Plenary Session(s)
Topics:

10:00 Refreshments

10:30 Cluster Meetings

AFTERNOON

12 - 2 PM Lunch

2:00 Workshops/lectures/roundtables, etc.:

3:30 Refreshments

4:00 Workshops/lectures/roundtables, etc.,
(repeated or continued):

5:30 Conclusion of Thursday's training sessions.

6:00 Banquet/entertainment

FRIDAY MORNING
(Host Cluster: Central)

8:30	Continental Breakfast/State meetings
10:00	Cluster Reports
11:00	Motivational Speaker
11:45	Closing Remarks from Director/CNS
12:15	Conclusion

Travel to home.

Sagawa, Shirley

August 1995

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Tuesday, August 08, 1995

8:00	
8:30	
9:00	9:15 HEADQUATERS MEETING ROOM 8410
9:30	
10:00	
10:30	Executive Director's team leaders Room 9520
11:00	
11:30	Debbie J
12:00	TOM ERLICH WILL CALL IN
12:30	
1:00	Rick A & J Toscano on campus awareness (Rick's office)
1:30	Janet Peters M
2:00	AmeriCorps Alumni Association room 9607
2:30	
3:00	Diana Algra
3:30	Conference call w/Susan S/Cecilia C/Catherine M & Sue Lehman at Presidio room 9607
4:00	SHIRLEY HAS TO LEAVE
4:30	
5:00	
5:30	
6:00	

1:08PM Tuesday, August 08, 1995

Sagawa, Shirley

August 1995

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Wednesday, August 09, 1995

8:00	
8:30	
9:00	
9:30	Eli's Executive Staff Eli's Conf Room
10:00	
10:30	
11:00	Karen Hallerman -- 15 min -- variety of topics
11:30	Harris Wofford in room 8505
12:00	
12:30	Lunch w/Patricia A. McGuire, President, Trinity College 202/939-5050 (Audrey Baker) WOMEN MUSEUM (BE SURE TO TELL THEM YOU DO NOT HAVE YOUR MEMBERSHIP CARD)
1:00	
1:30	
2:00	
2:30	<u>Rick & J Toscano on campus awareness</u>
3:00	
3:30	Rick/Susan S/Meg M/Steve S/Gene S with Joel Berg in Room 9607
4:00	
4:30	
5:00	
5:30	
6:00	

*Rick A
J. Toscano
No campus
awareness*

10:02AM Wednesday, August 09, 1995

Sagawa, Shirley

August 1995

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Thursday, August 10, 1995

8:00	
8:30	Tom Erlich (here)
9:00	L&S Strategic Planning w/Jamie M/Tom Erlich/Susan S & Field reps in room 8410
9:30	
10:00	
10:30	
11:00	aSusan S/Cecilia C/Melinda H/Jay Toscano/Jim E/Tracy G/Diana Algra/Karen H & Rick A re forums rm. 9607
11:30	
12:00	
12:30	
1:00	L&S Strategic Planning (continued)
1:30	
2:00	
2:30	Elli/TG/Dana A/Peter H/Chris M/Anne C re prep for new program directors meeting in Eli's conf room
3:00	3-5 p.m. Meg Maguire's farewell Room 9520
3:30	
4:00	
4:30	
5:00	
5:30	
6:00	

4:23PM Wednesday, August 09, 1995

Sagawa, Shirley

August 1995						
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Friday, August 11, 1995

8:00	
8:30	
9:00	
9:30	
10:00	
10:30	
11:00	
11:30	
12:00	
12:30	
1:00	Ruby Anderson's party Room 9520
1:30	Peg Rosenberry Subtitle H (ncorp. Erlich's changes)
2:00	Susan S/Rick A/J Toscano/Susan S/Ermette P re L&S Visibility
2:30	
3:00	Rick A/ Susan S /Gene S/Meg M/Cecilia C/Steve S/Bob H re Federal grants Interagency meeting 8410
3:30	Janet P & July H
4:00	Terry Russell
4:30	Jim Scheibel
5:00	
5:30	
6:00	

1:00PM Friday, August 11, 1995

Sagawa, Shirley

August 1995

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Monday, August 14, 1995

8:00	
8:30	
9:00	9:15 Eli's Senior Staff Room 9520
9:30	
10:00	
10:30	
11:00	Jessica M re rescission
11:30	Mike R re Vt Governor letter
12:00	
12:30	
1:00	
1:30	
2:00	Melina H recruitment restructuring
2:30	
3:00	Karen H
3:30	Diana A/Rick A/Mal Coles/Karen H/Melinda H/Jim S & J Toscano re opening ceremony Room 9607
4:00	
4:30	
5:00	
5:30	
6:00	

1:48PM Monday, August 14, 1995

Sagawa, Shirley

August 1995						
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Tuesday, August 15, 1995

8:00	
8:30	
9:00	
9:30	
10:00	Exec Dir's Team Leaders 9520
10:30	
11:00	Eli/Rick/Karen H/J Toscano/Melinda H/Rhonda T on national events Room 9607
11:30	
12:00	Lunch w/Michael B & wife (outside if it does not rain)
12:30	
1:00	1:15 Bruce Cohen
1:30	David R recruitment restructuring
2:00	Harris W & AmeriCorps staff Room 9520
2:30	
3:00	Julie Wong interview (see resume) 202/456-5284
3:30	Betty P re space
4:00	Eli Third Policy Meeting Room 9520 re State partnership issues
4:30	
5:00	
5:30	
6:00	

1:35PM Tuesday, August 15, 1995

Sagawa, Shirley

August 1995						
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Wednesday, August 16, 1995

8:00	AUGUST 16-18 The New Program Director's Training Conference, Washington, DC
8:30	
9:00	
9:30	Eli's Executive Staff Eli's Conf Room
10:00	Peg R
10:30	
11:00	Jess M re rescission
11:30	
12:00	Lunch w/Al Naperstak
12:30	
1:00	
1:30	
2:00	WRITE SPEECH FOR NEW PROGRAM DIRECTOR'S CONFERENCE
2:30	
3:00	Angela Duran (see resume) 202/690-6056
3:30	
4:00	
4:30	
5:00	
5:30	
6:00	

On 8/16/95
Took Shirley's laptop
to Automation because
there was a crack
in the plastic case
there was nothing wrong
with the computer.
The case was fixed
by Stewart H. Jones

11:17AM Wednesday, August 16, 1995

Sagawa, Shirley

August 1995						
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Thursday, August 17, 1995

8:00	
8:30	
9:00	
9:30	Presentation to new Directors at Hyatt Regency Capitl Hill, 400 NJ Ave NW
10:00	
10:30	Karen H
11:00	on MathisD
11:30	Guy C (x 483)
12:00	Tom Erlich will call in for a conference call w/Shirley and Sherry S
12:30	
1:00	
1:30	Don Scott will call in re San Diego
2:00	Gloria Salas (intern with Diana) re professional report & tying it to Corp.
2:30	Catherine M will call in
3:00	Rick A recruitment restructuring
3:30	Jim S
4:00	Sylvia HacaJ re welfare
4:30	
5:00	
5:30	
6:00	

6:22PM Thursday, August 17, 1995

Sagawa, Shirley

August 1995						
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Friday, August 18, 1995

8:00	
8:30	
9:00	
9:30	Don Mathis will call you at home (see his memoranda)
10:00	
10:30	Also Brian T from the Presidio--he has a few items
11:00	
11:30	
12:00	
12:30	
1:00	
1:30	
2:00	
2:30	
3:00	
3:30	
4:00	
4:30	
5:00	
5:30	
6:00	

7:04PM Thursday, August 17, 1995

Sagawa, Shirley

August 1995						
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Monday, August 21, 1995

8:00		<i>Nicole on vacation 8/1-25 Aug</i> <i>SS on vacation</i> <i>10:00am Ten Committee Rm 8410</i>
8:30		
9:00	9:15 Eli's Senior Staff Room 9520	
9:30		
10:00		
10:30		
11:00		
11:30		
12:00		
12:30		
1:00		
1:30		
2:00		
2:30		
3:00		
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4:30		
5:00		
5:30		
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12:45PM Tuesday, July 11, 1995

Sagawa, Shirley

August 1995

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Tuesday, August 22, 1995

8:00		<i>meals check</i>
8:30		
9:00		
9:30		
10:00	Exec Dir Team Leaders Room 9520 <i>Chad</i>	
10:30		
11:00		
11:30		
12:00		
12:30		
1:00		
1:30		
2:00		
2:30		
3:00		
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4:00		
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5:00		
5:30		
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*No copy sent
or chris sent*

12:47PM Tuesday, July 11, 1995

Sagawa, Shirley

August 1995

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Wednesday, August 23, 1995

8:00		
8:30		
9:00	9:15 Eli's Executive Staff Room 9520	
9:30		
10:00		
10:30		
11:00		
11:30		
12:00		
12:30		
1:00		
1:30		
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12:47PM Tuesday, July 11, 1995

Sagawa, Shirley

August 1995						
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Thursday, August 24, 1995

8:00		
8:30		
9:00	Eli's Senior Staff Room 9520	
9:30		
10:00		
10:30		
11:00		
11:30		
12:00		
12:30		
1:00		
1:30		
2:00		
2:30		
3:00		
3:30		
4:00		
4:30		
5:00		
5:30		
6:00		

12:47PM Tuesday, July 11, 1995

Sagawa, Shirley

August 1995						
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Friday, August 25, 1995

8:00	
8:30	
9:00	
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6:01PM Thursday, August 10, 1995

Sagawa, Shirley

August 1995

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27	28	29	30	31		

Monday, August 28, 1995

8:00		
8:30		
9:00	Eli's Senior Staff Room 9520	
9:30		
10:00		
10:30	Group 2 8412-14	Ruth's Training 10:30
11:00		
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12:48PM Tuesday, July 11, 1995

Sagawa, Shirley

August 1995

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Tuesday, August 29, 1995

8:00	
8:30	
9:00	
9:30	
10:00	Exec Dir Team Leaders Room 9520
10:30	
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12:49PM Tuesday, July 11, 1995

Sagawa, Shirley

August 1995						
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Wednesday, August 30, 1995

8:00	
8:30	
9:00	
9:30	Eli's Executive Staff Eli's Conf Room
10:00	
10:30	
11:00	AmeriCorps Leaders CNS 101 8th Floor Conference Room (11:00-11:30 a.m.)
11:30	AmeriCorps Leaders (continued) Ambassadorship Lisa & Catherine preparing talking points
12:00	
12:30	
1:00	
1:30	
2:00	
2:30	
3:00	
3:30	
4:00	
4:30	
5:00	
5:30	
6:00	

5:42PM Tuesday, August 29, 1995

Thompson, Avelina

From: Spinali, Lisa
To: Thompson, Avelina
Subject: FW: AmeriCorps Leaders Training -- CNS Staff Roles
Date: Wednesday, August 16, 1995 10:20AM

From: Spinali, Lisa
To: Sagawa, Shirley; Potter, Lance@CNCS MS Mail Ser; Algra, Diana@CNCS MS Mail Serv; Hallerman, Karen; Allen, Rick; Sanone, Jina; Henkel, David; Cohen, Bruce; Delloso, Jim@CNCS MS Mail Serv; McLaughlin, Margaret@CNCS MS M
Cc: Mauceri, Janet Peters; Huffaker, Julie; Gray, Tracy@CNCS MS Mail Serve
Subject: AmeriCorps Leaders Training -- CNS Staff Roles
Date: Wednesday, August 09, 1995 3:10PM

AmeriCorps Leaders Training Team Staff:

Below is the schedule and logistical details for the training. I have only included the schedule for the two days of training happening at CNS headquarters on August 30 and August 31, 1995. The training will take place on the 8th floor in the main conference room.

Wed: August 30

9:00 - 9:15	Opening and Announcements	
9:15 - 9:45	Welcome to the Corporation	Eli Segal
9:45 - 10:45	Site Director/Leader Introductions	
10:45 - 11:00	Break	
11:00 - 11:30	CNS 101	Shirley Sagawa
11:30 - 12:00	Computer/AOL Brief	Jim Delloso
12:00 - 12:30	Training/TA Brief	Margaret McLaughlin
12:30 - 1:30	Lunch: PO's and ACL	Diana Algra
1:30 - 2:30	PO's and ACL: Working Together	
2:30 - 3:15	Ambassadorship	Shirley Sagawa
3:15 - 3:45	Small Group Session	
3:45 - 4:00	Break	
4:00 - 4:30	Annual CNS Events	Karen Hallerman
4:30 - 5:30	State Breakouts	Karen Hallerman
5:30 - 5:45	Closure and Evaluation	
6:00 - 7:30	Reception (site t.b.d.)	

Thurs:

9:00 - 9:15	Opening and Announcements	
9:15 - 10:45	Group A: Message and the Media	Rick Allen/Jina Sanone/ David Henkel
	Group B: How to Present A* (recruiting) Ensuring Diverse Recruiting NMCI	Bruce Cohen
10:45 - 11:00	Break	
11:00 - 12:30	Group B Message and the Media	Rick Allen/Jina Sanone/ David Henkel
	Group A How to Present A* Ensuring Diverse Recruiting NMCI	Bruce Cohen
12:30 - 1:30	Lunch	
1:30 - 2:30	Small Group Session Creating Recruiting Plans	
2:30 - 3:30	Leader/Site Director Agreements	

list + 8/18
Catherine to
do talking
points
K 12-2 pm
planning session

3:30 - 3:45 Break
3:45 - 6:00 Small Group Session
Summary Structured Experience
6:00 - 6:30 Closure and Evaluation
7:00 - 9:00 Closing Dinner

If you have any questions, please contact either Lisa Spinali or Kevin Rosenstein. Thank you very much for your participation.

Sagawa, Shirley

August 1995

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Thursday, August 31, 1995

8:00		
8:30		
9:00	9:15 Eli's Senior Staff Room 9520	
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2:00		
2:30		
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4:00		
4:30	Meet Les Lenkowski at the Jefferson Hotel. 16 th & M Streets NW	
5:00		
5:30		
6:00		

5:47PM Tuesday, August 29, 1995