********Campus Compact of Oregon VISTA**

**18-19 Full Program Calendar**

*\*Weekend, can complete business day before or after*

*TIME SHEETS are due on the* ***15th and final*** *(30th/31st) days of every month*

|  |  |  |
| --- | --- | --- |
| **Due or Activity Date** | **Report/Activity** | **Period Covered (if applicable)** |
| August 27-30, 2018 | Pre-Service Orientation (PSO) | Members participate in Pre-Service Orientation organized by CNCS |
| August 31, 2018 | Member Start Date | First day on placement site |
| September 6, 2018 | VISTA and Supervisor 1:1 | Members and Supervisors work together to complete VISTA and Supervisor 1:1 form, submit to VISTA Leader |
| September TBD | Volunteer Management Training at Portland State University | Optional Volunteer Management Training for AmeriCorps Members tied to the Kick Off Event |
| September 17-19, 2018 | In-Service Training at Camp MaGruder | Members attend required training hosted by Campus Compact in Rockaway Beach, OR |
| September 25, 2018 | AmeriCorps Kickoff at Portland State University | Members highly encouraged to attend AmeriCorps Kickoff, a statewide AmeriCorps event with skill-building workshops included |
| October 2018 | Fall Check-ins | VISTA Leaders conduct required and structured phone check-ins with Members |
| October 5, 2018 | Member Development Plan due to Campus Compact | Members and Supervisors work together to outline a development plan for the service year, submit to VISTA Leader |
| October 27, 2018 | Make A Difference Day, National Day of Service | Members plan or participate in a service event, submit online survey report within two weeks |
| November 2, 2018 | Holiday Closure Plans and Teleservice checklists due to Campus Compact | Members and Supervisors work together to outline a plan for holiday leave time as well as complete teleservice checklists |
| December 5-7, 2018 | In-Service TrainingAldersgate Retreat Center | Members attend 2nd required training hosted by Campus Compact in Turner, OR |
| December 28, 2018 | Progress Report #1 Due | Members complete 1st required report online (time period: August 30 to December 15) |
| January 21, 2019 | MLK Day, National Day of Service | Members plan or participate in a service event, submit online survey report within two weeks |
| February 1, 2019 | Mid-Term Member Performance Evaluation | Members and Supervisors work together to complete mid-term evaluation, submit to VISTA Leader |
| February to March 2019 | Site VisitsTBD February & March | Campus Compact will conduct site visit with host sites |
| March 22, 2019 | Progress Report #2 Due | Members complete 2nd required report online (time period: December 15 – March 15) |
| May TBD  | In-Service Training | Members come together for final required training hosted by Campus Compact in Portland, OR |
| June 7, 2019 | Progress Report #3 Due | Members complete 3rd required report online (time period: March 15 – June 1) |
| August 1, 2019 | Future Plans Due | Members must log on to their My.AmeriCorps portals and complete the Future Plans paperwork |
| August 1, 2019 | End of Term Member Performance Evaluation | Members and Supervisors work together to complete final evaluation, submit to VISTA Leader |
| August 2019 | GraduationLocation/Dates TBD | All VISTAs attend required Graduation |
| August 30, 2019Last Day of Service | Progress Report #4/Sustainability Documents Due | Members complete final required report online (time period: June 1 – August 30) |