Bonner Sample Calendar
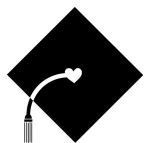## July Calendar
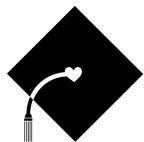
Overall	Administrative/$/AmeriCorps
• Submit Annual Report to the Bonner Foundation by designated July deadline. • Plan Fall Orientation and other fall service events (such as for campus-wide project. • Send new staff to New Directors Meeting. • Work on planning for student development and community partnerships for the coming year. This is a good time for longer-range planning.	• Submit students' completed AmeriCorps timelogs to Bonner Foundation staff monthly. • Make AmeriCorps slot request for coming year to the Foundation. • All students complete summer Service Accomplishments. • Complete exit paperwork for AmeriCorps members within 20 days. • Submit Annual Report to the Bonner Foundation by July 1.

	Community Partnerships/Service
	• Conduct site visits to partner agencies. Staff, senior interns, & project coordinators can be involved. Utilize to maintain relationships and sketch placements. • Complete site agreements (program/site, foundation/campus). • Monitor students summer hours and placements.

Helpful resources	Student Development/ Training & Enrichment
• Planning guides for your Bonner Program, including the Roadmap and (soon) an updated version of this planning calendar, may be found on the Bonner Network Wiki at: http://bonnernetwork.pbworks.com/Roadmap+Planning+Tool • For tips on planning your Fall Orientation, use the Co-Curricular Implementation Guide pieces found at: http://bonnernetwork.pbworks.com/Implementation+Guides	**Year 1:** • Encourage partners to provide relevant training to students for summer sites • Encourage students to document training & learning through BWBRS & reflection (journaling, keeping of portfolio)

	Year 2 : • Same as above

Holidays and Events	**Year 3:** • Same as above
• July 4th Independence Day	

	Year 4: • Same as above

Bonner Sample Calendar
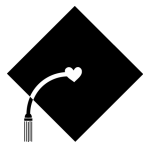## September Calendar

Overall	Administrative/$/AmeriCorps
• Work with faculty to develop list of courses that are relevant to students in your program and publicize these in your Bonner Office. • Begin your Bonner Meetings and Class Meetings by at least two weeks after school starts. • Train students in Bonner WBRS and monitor to see that they begin using the system correctly.	• Submit students' completed AmeriCorps timelogs to Bonner Foundation staff monthly. Complete enrollments within 20 days of start date. • By September 15th, submit (BSP) Fall Registrar's List, Summer Reimbursement Report, and Summer Living Expense Report. • Return AmeriCorps Campus Agreement to Foundation. • Have community partners sign AmeriCorps placement agreements.

	Community Partnerships/Service

	• Continue work begun on community partnerships, by:
	  ○ Engaging student leaders (Senior Interns, Project Coordinators) in visiting sites.
	  ○ Continuing to identify sites that will have project coordinators and get them running (training).
	  ○ Complete site agreements (program/site, foundation/campus) or finalize partner applications by this time.

Helpful Resources	Student Development/ Training & Enrichment
• Training Modules can be downloaded at: www.bonner.org under Resources at http://www.bonner.org/resources/modules/home.htm (soon to be added on the Bonner Network Wiki) • Use http://bonnernetwork.pbworks.com/BWBRS+Help+Guide to access Bonner WBRS users-guide and help • For help with academic connections, consult: http://bonnernetwork.pbworks.com/Curricular+Implementation+Guide	**Year 1:** • Introduction to Effective Communication • Community Asset Mapping part 1

	Student Development/ Training & Enrichment (cont.)
	Year 2 : • Developing an Action Plan • Budgeting (involving campus/community presenter) • Global Poverty (new)

Holidays and Events	
• Fall classes begin at some campuses (add your date) • Last day to request ungraded option (add your date) • Labor Day • Patriots Day	**Year 3:** • Leading Learning Circles: A Train-the-Trainers Approach • Bridging the Gap Between Service, Activism, and Politics

| | **Year 4:**
• Hearing the Call: Listening to Your Inner Voice
• Vocation: Board of Directors |

Bonner Sample Calendar
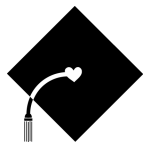## October Calendar

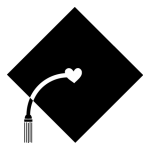| Overall	Administrative/$/AmeriCorps
• Keep tabs on Bonner hours in BWBRS. Make sure that students are on track with their hours (not falling behind the recommended 10 hours per week). • Keep tabs on student performance and retention. Make sure you have a process for selecting replacements or new Bonners in place. • Maintain relationships with other departments and divisions on campus. • Get ready for the November Directors/Coordinators Meeting.	• Submit students' completed AmeriCorps timelogs to Bonner Foundation staff monthly. • Continue to send AmeriCorps enrollments within 20 days of start dates.
	Community Partnerships/Service
	• Communicate formally (by phone, in writing, or in person) with partner representatives to ensure that placements are going well. • Identify any issues around needs for student training or performance management.
Helpful Resources	**Student Development/ Training & Enrichment**
• Training Modules can be downloaded at: www.bonner.org under Resources at http://www.bonner.org/resources/modules/home.htm (soon to be added on the Bonner Network Wiki) • Use http://bonnernetwork.pbworks.com/BWBRS+Help+Guide to access Bonner WBRS users-guide and help	**Year 1:** • Community Asset Mapping part 2 (involving partner) • Community Asset Mapping part 3 (involving campus assessment)
	Year 2: • Introduction to Effective Communication: Do You Hear Me? • Advocacy 101: Tools for Political Engagement
Holidays and Events	**Year 3:** • Facilitation 202: More Techniques and Strategies • Get-Out-the-Vote
○ Add date of 1st quarter end, if applicable ○ Add dates of 2nd quarter beginning, if applicable ○ NJ AmeriCorps Launch Event ○ Add dates of Break, if applicable ○ Bonner Congress Meeting ○ Halloween	**Year 4:** • Introduction to Spiritual Exploration • Evaluation

Bonner Sample Calendar
November Calendar

Overall	Administrative/$/AmeriCorps
• Work on planning Annual Retreat (usually held in January). Engage students in leadership roles. • Maintain the schedule of at least monthly Bonner Meetings and at least two times per month Class Meetings. Take the opportunity to get feedback from students on how meetings are going. • Schedule and hold one-to-one meetings with students before holiday recess. • Take the opportunity to review the Bonner website and see what's new. Attend Bonner Fall Meeting.	• Submit students' completed AmeriCorps hour logs to Bonner Foundation staff monthly. • Train students in BWBRS Service Accomplishments.
	Community Partnerships/Service
	• Check in with community partners about how projects are going. This may be a good time to talk again about the educational role they can play with students, both by providing students with coaching and also with training and knowledge development opportunities.

Helpful Resources	Student Development/ Training & Enrichment
• Training Modules can be downloaded at: www.bonner.org under Resources at http://www.bonner.org/resources/modules/home.htm (soon to be added on the Bonner Network Wiki) • Use http://bonnernetwork.pbworks.com/BWBRS+Help+Guide to access Bonner WBRS users-guide and help • For help with Advising and one-to-one meetings, consult the Implementation Guide resources as: http://bonnernetwork.pbworks.com/Advising	**Year 1:** • Time Management: Managing by Calendar (introduction) • Time Management: Managing by Calendar Follow Up (use planners; do site calendars))
	Year 2: • Conflict Resolution: Steps for Handling Interpersonal Dynamics • Facilitation 101: Roles of Effective Facilitators

Holidays and Events	**Year 3:** • Building Coalitions • Building Coalitions (part 2: application for campus project) or Grant Writing (involve local presenter)
• Election Day • Veteran's Day • Bonner Director & Coordinators' Meeting • Thanksgiving	**Year 4:** • *Tuesdays with Morrie* Book Reading & Discussion • Personal Vision: Creating One

Bonner Sample Calendar
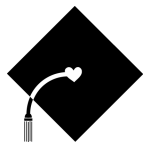# December Calendar

Overall	Administrative/$/AmeriCorps
• Keep tabs on Bonner hours in BWBRS. Make sure that students are on track with hours. Integrate this information into your planning for one-to-one meetings. • Schedule and hold one-to-one meetings with students before holiday recess. • Send students a comprehensive email regarding how things are going (program-wide but perhaps individually for students who are behind on hours) and letting them knowing upcoming semester/quarter expectations. • Prepare for Winter/Jan Term, if relevant. Campuses sometimes include courses, international trips, or service trips during this period. • Register for March IMPACT Conference for best rates now or in January! Submit workshops.	• Submit students' completed AmeriCorps timelogs to Bonner Foundation staff monthly. • Get the following ready for January submission: Spring Registrar's List, Fall Reimbursement Report, and Mid-Year Community Fund Report. • All students complete semester/quarter end Service Accomplishments. • Complete survey for national AmeriCorps Proposal.

Community Partnerships/Service

• Conduct evaluation with community partners and students.
• Do an audit/review of the students' service hours, training & enrichment hours, and CLAs in BWBRS to identify any trouble spots.
• Inventory the types of placements to ensure that students are having placements that represent developmental growth and challenging roles.

Student Development/ Training & Enrichment

Year 1: (only one meeting, due to holiday recess)
• Setting Service Objectives

Year 2: (only one meeting, due to holiday recess)
• Group feedback session (modeling previous trainings)

Year 3: (only one meeting, due to holiday recess)
• Vocation: "The Bridge Builder" poem and reflective discussion

Year 4: (only one meeting, due to holiday recess)
• Personal Vision 2: Follow up and sharing & Building Shared Vision

Helpful Resources

• Training Modules can be downloaded at: www.bonner.org under Resources at http://www.bonner.org/resources/modules/home.htm
• For a refresher on recruitment, related to any new/replacements, consult http://bonnernetwork.pbworks.com/Recruitment+Guide
• For additional trainings tied to Common Commitments, consult the Student Handbook Live on the Bonner Network Wiki

Holidays and Events

• Add Reading Days if relevant
• Add days of final exams if relevant
• Add days of holiday recess
• Hanukkah
• Christmas Eve & Christmas
• Vacation Days (add dates)

Bonner Sample Calendar
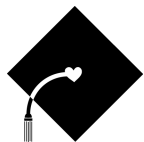## January Calendar

Overall	Administrative/$/AmeriCorps
• Meet with faculty to check in on academic connections. Inventory and announce relevant courses to students. • Work on selection of next year's Senior Intern. Generally a good time for Annual Bonner Retreat. This retreat generally includes a focus on: • Community building (move diversity workshops from other areas or add new ones) • Common commitments • Reflection & visioning Most recommended modules: ○ Cover Story (visioning) ○ Four Corners (changing questions) ○ River Stories/Introduction to Community Building ○ Leadership Compass **Helpful resources:** • Training Modules can be downloaded at: Training Modules can be downloaded at: www.bonner.org under Resources at http://www.bonner.org/resources/modules/home.htm (soon to be added on the Bonner Network Wiki) • For help with All Bonner Meetings (Retreats), consult: http://bonnernetwork.pbworks.com/All-Bonner-Large-Group-Meetings	• Submit registrar's list to Bonner Foundation. • Submit timelogs to Bonner AmeriCorps Program Staff monthly. • By January 15th, submit (BSP) Spring Registrar's List, Fall Reimbursement Report, and Mid-Year Community Fund Report. • Student leaders report Service Accomplishments for MLK Day (one-time projects).
	Community Partnerships/Service
	• Involve community partner representatives in the annual Bonner Retreat, if you have one. They can lead workshops. • Communicate formally (by phone, in writing, or in person) with partner representatives to ensure that placements are going well.
	Student Development/ Training & Enrichment
	Year 1: • Vocation: "Dead Poet's Society" film clip • Service-Based Reflection: How It Supports Making Service Meaningful
	Year 2 : • Four Corners: Building Appreciation for Diverse Ideas and Dialogue • Advocacy & Lobbying 101
Holidays and Events	**Year 3:** • Citizenship: Rights, Responsibilities & Struggles or Introduction to Social Justice (similar) • Leadership Compass or Meyers-Briggs/Work Style Inventory
○ New Year's Day ○ Three Kings Day (celebrated by some Latinos) ○ Martin Luther King, Jr. Day, ofter involving service project ○ Add dates regarding your campus's semester/quarter	**Year 4:** • Finding Your Vocational Fit Worksheet • Resume Writing & Interviewing Skills

Bonner Sample Calendar
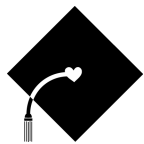## February Calendar

Overall	Administrative/$/AmeriCorps
• Keep tabs on Bonner hours in BWBRS. Make sure that students are on track. Take action with students who are behind.	• Submit students' completed AmeriCorps timelogs to Bonner Foundation staff monthly.
• Work on selection of next year's Senior Intern and on recruitment of next year's Bonners. Meet with Admissions and Financial Aid.	**Community Partnerships/Service**
• Provide guidance to students relating to finding their summer service placements. Make sure you are acquainted with the Bonner Partner database and Idealist.org as good resources.	• Prepare for First-Year Trip. Include preparation (research, learning, cultural elements) into the meetings with first-year students. • Start planning end-of-the-year activities with community partners and graduating students.
• Last dates to register people for Impact Conference (March)	

Helpful Resources	Student Development/ Training & Enrichment
• Training Modules can be downloaded at: Training Modules can be downloaded at: www.bonner.org under Resources at http://www.bonner.org/resources/modules/home.htm (soon to be added on the Bonner Network Wiki) • For help with understanding the role of the Senior Intern and selecting that person consult: http://bonnernetwork.pbworks.com/Senior-Interns • For the Bonner Partner program and database, go to: http://bonnernetwork.pbworks.com/Bonner-Partner-Organizations • For help with your First-Year Trip and making it great, consult: http://bonnernetwork.pbworks.com/First-Year-Trip	**Year 1:** • Fishbowl Discussion: Defining Your Communities • Engage students in research related to First Year Trip **Year 2:** • Building a Personal Network • Resume writing workshop (engage someone from Career Services)

Holidays and Events	
• Ground Hog Day • Valentine's Day • Chinese New Year • Presidents' Day • Ash Wednesday • Add relevant dates from campus calendar (academic).	**Year 3:** • Power Mapping • Advocacy 201: Meeting with an Elective Representative **Year 4:** • Public Speaking • Preparation for Senior Presentations of Learning

Bonner Sample Calendar
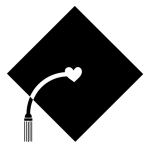## March Calendar

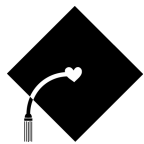| Overall	Administrative/$/AmeriCorps
• Generally, March is a time when spring break occurs, with service immersion trips. First-Year Trip may also happen during this time, and Sophomore Exchange may also happen at this time. • Begin making plans and travel arrangements for participation in Summer Leadership Institute. • Finalize or make significant progress on next year's Bonners.	• Submit students' completed AmeriCorps timelogs to Bonner Foundation staff monthly.
	Community Partnerships/Service
	• Communicate formally (by phone, in writing, or in person) with partner representatives to ensure that placements are going well. • Prepare for/implement First-Year Trip. Include preparation and reflection into the meetings with first-year students. • Continue planning end-of-the-year activities with community partners and graduating students.
Helpful Resources	**Student Development/ Training & Enrichment**
• Training Modules can be downloaded at: Training Modules can be downloaded at: www.bonner.org under Resources at http://www.bonner.org/resources/modules/home.htm (soon to be added on the Bonner Network Wiki) • To register for Summer Leadership Institute, go to: http://bonnernetwork.pbworks.com/Bonner-Summer-Leadership-Institute	**Year 1:** • Groups Within Groups: Exploring Dimensions of Diversity • Gender 1: Building Gender Awareness
	Year 2 : • Facilitation 201: An Intensive Introduction • Gender 2: Deepening Gender Awareness
Holidays and Events	**Year 3:** • Building Career Networks • Exploring Non-Profit Careers
○ Impact Conference ○ St. Patrick's Day ○ Add dates for spring break, if applicable	**Year 4:** • Seeing Through Employers' Eyes: Group Resume Game • Senior Resume Review

Bonner Sample Calendar
April Calendar

Overall	Administrative/$/AmeriCorps
• Schedule and hold spring one-to-one meetings with students. Make sure to integrate service-related information from BWBRS. • Solidify plans and travel arrangements for participation in Summer Leadership Institute. All Bonner Service Day can also be a Sophomore Exchange for students. • Begin the process of completing second-semester evaluations of students by partners and of partners by students.	• Submit students' completed AmeriCorps timelogs to Bonner Foundation staff monthly. • Student leaders report Service Accomplishments for break service trips. • All students report semester/quarter end Service Accomplishments. **Community Partnerships/Service** • Plan community partner end-of-year recognition and celebration events. • Conduct evaluation with community partners and students.

Helpful Resources	Student Development/ Training & Enrichment
• Training Modules can be downloaded at: Training Modules can be downloaded at: www.bonner.org under Resources at http://www.bonner.org/resources/modules/home.htm (soon to be added on the Bonner Network Wiki) • To register for Summer Leadership Institute, go to: http://bonnernetwork.pbworks.com/Bonner-Summer-Leadership-Institute • For help with Partner Evaluations, find tips and forms online within Community Partnerships Implementation Guide at: http://bonnernetwork.pbworks.com/Community+Partnerships	**Year 1:** • Racism: Deconstructing It • Introduction to the Non-Profit Sector **Year 2 :** • Planning Effective Meetings • Ethnocentrism: Exploring & Tackling It

Holidays and Events	
○ Palm Sunday ○ April Fool's Day ○ Passover ○ Good Friday ○ Easter ○ Add dates for spring break, if applicable ○ National Youth Service Days ○ Earth Day	**Year 3:** • Vocation: The Two Choices • Homophobia: Countering It **Year 4:** • Preparing a Leadership Transition • Want Ads

Bonner Sample Calendar
May Calendar

Overall	Administrative/$/AmeriCorps
• Campuses generally conduct exit interviews or more detailed one-to-one meetings with graduating seniors. • Plan sessions if presenting at the Summer Leadership Institute. • Schedule and hold Spring one-to-one meetings with students. Make sure to integrate service-related information from BWBRS. • Complete year-end activities with community partners (including evaluations) and students. • Finalize new Bonners for the coming year.	• Submit students' completed AmeriCorps timelogs to Bonner Foundation staff monthly. • Get ready for June submission of: Summer Registrar's List and Spring Reimbursement Report • Complete exit paperwork for AmeriCorps members within 20 days of completion of term.
	Community Partnerships/Service
	• Hold community partner end-of-year recognition and celebration events. • Plan for summer site visits with community partners. • Identify sites to maintain and add project coordinators to in the coming fall.
Helpful Resources	**Student Development/ Training & Enrichment**
• For help (Bonner Scholar Programs) with reporting and what to submit, consult: http://www.bonner.org/resources/rules/bsprules_reporting.htm • Annual Report Guidelines will be posted on the Bonner Network Wiki (front page index)	**Year 1:** • Tower of "Me"sa Spiritual & Personal Exploration **Year 2:** • Vocation: Guided Reflections for Recommitment
Holidays and Events	**Year 3:** • Vocation: "So What do you do?" personal exploration exercise
○ Add dates of close of academic school year and graduation, if relevant - including exams ○ Cinco de Mayo ○ Mother's Day ○ Memorial Day (School Holiday)	**Year 4:** • Submission of Senior Presentations of Learning • Last Words: a Reflection on My Life

Bonner Sample Calendar
June Calendar

Overall	Administrative/$/AmeriCorps
• Attend Summer Leadership Institute. • Work on Annual Report for July submission to the Bonner Foundation (see deadline in Foundation correspondence). • Create and implement a strategy for communicating with students over the summer and checking in on students' summer service placements. • Assess student development and training success and revise plans for following year. • Assess community partnerships and site placement success and revise plans for following year.	• Submit students' completed AmeriCorps timelogs to Bonner Foundation staff monthly. • Make AmeriCorps slot request for coming year to the Foundation. • By June 1st, submit Summer Registrar's List and Spring Reimbursement Report • Begin preparing Annual Report.

	Community Partnerships/Service
	• Conduct site visits to partner agencies to close the year. Staff, senior interns, & project coordinators can be involved. • Identify opportunities for training & enrichment for students for the coming year.

Helpful Resources	Student Development/ Training & Enrichment
• For help (Bonner Scholar Programs) with reporting and what to submit, consult: http://www.bonner.org/resources/rules/bsprules_reporting.htm • Annual Report Guidelines will be posted on the Bonner Network Wiki (front page index)	**Year 1:** • None; some students attend Summer Leadership Institute • Encourage partners to provide relevant training to students for summer sites
	Year 2: • Same as above.

Holidays and Events	
○ Add dates of close of academic school year and graduation, if relevant (especially West Coast) ○ Summer Leadership Institute ○ Father's Day	**Year 3:** • Same as above. **Year 4:** • Same as above.