



# Bonner Program Sample Calendar

## Overarching Responsibilities

**This calendar is designed to address major components of the Bonner Program. It is intended to be a tool for program management. It does not include every level of detail, but it can be used by staff and student leaders for planning.**

<p><b>Administrative/Financial</b></p> <ul style="list-style-type: none"> <li>• Submit registrar's list at beginning of each semester/quarter &amp; summer (BSP)</li> <li>• Submit reimbursement report at end of each semester &amp; summer</li> <li>• Submit community fund report at end of each semester &amp; summer</li> <li>• Submit annual fund report narrative (July 11)</li> <li>• Endowed campuses submit enrichment grant proposals annually</li> <li>• By invitation, BLPs submit enrichment grant proposals annually</li> </ul>	<p><b>AmeriCorps (if applicable)</b></p> <ul style="list-style-type: none"> <li>• Submit timelogs to Bonner AmeriCorps Program Staff monthly</li> <li>• Make slot request for coming year in summer</li> <li>• Submit service accomplishments each semester/quarter (BWBRs)</li> <li>• Complete campus-site agreement for each partner agency that hosts AmeriCorps members annually</li> <li>• Complete Campus-Foundation agreement for AmeriCorps reporting annually (September) and continue to exit students within 20 days of their completion</li> </ul>
<p><b>Community Partnerships and Managing Service</b></p> <ul style="list-style-type: none"> <li>• Cultivate a set of committed partners with placements at multiple levels</li> <li>• Develop meaningful, developmental service opportunities for students</li> <li>• Ensure students complete Community Learning Agreements at beginning of each semester &amp; summer</li> <li>• Ensure students complete monthly hour log submissions (BWBRs)</li> <li>• Ensure students complete service accomplishments at end of each semester &amp; summer</li> <li>• Conduct end-semester student &amp; site evaluations</li> <li>• Update service opportunities &amp; agencies in BWBRs each semester</li> <li>• Organize a First-Year Service Trip</li> <li>• Have a process for Summer Service placements</li> </ul>	<p><b>Student Development/Training, Enrichment &amp; Reflection</b></p> <ul style="list-style-type: none"> <li>• Provide students in each class with developmental training &amp; enrichment opportunities at least two times per month (every other week)</li> <li>• Provide Orientation for new Bonners (fall/spring)</li> <li>• Consider including an All Bonner Retreat annually</li> <li>• Design and implement the Cornerstone Activities (First Year Trip, 2<sup>nd</sup> Year Exchange, Junior Leadership and Senior Capstones)</li> <li>• Do advising meetings with students at least once per semester</li> <li>• Provide advanced leadership/conference opportunities for students (Impact Conference, SLI, &amp; others)</li> <li>• Have a student leadership team, Congress Representatives, and Senior Intern</li> <li>• Build in opportunities for reflection throughout Bonner Program</li> </ul>
<p><b>Participation in Bonner-Sponsored Activities</b></p> <ul style="list-style-type: none"> <li>• Director/Coordinator participate in Fall Meeting (November)</li> <li>• Congress Representatives participate in Fall Meeting (October)</li> <li>• Senior Interns participate in annual meetings (Fall/Summer)</li> <li>• Participate (staff and students) in Summer Leadership Institute (June)</li> <li>• Participate in ongoing surveys, communication, and special projects with the Foundation</li> <li>• Recruit students to participate in All Bonner Service project (June)</li> </ul>	<p><b>Campus-wide and Other:</b></p> <ul style="list-style-type: none"> <li>• Maintain year-long relationships with Admissions and Financial Aid for recruiting Bonners</li> <li>• Conduct a Bonner recruitment process according to specific guidelines and finalize selection of new class (spring)</li> <li>• Maintain a replacement process for Bonner Scholars/Leaders</li> <li>• Continue to grow a campus-wide culture and center, built around collaboration on campus</li> </ul>



# Bonner Sample Calendar

## Developmental Model Training Calendar

Below is an illustration of how a Bonner Program may intentionally support student skill and knowledge development, implementing the **Student Development Model**. The Sample Calendar is based on a Four-Year Program that integrates Class Meetings. The Bonner Student Development model includes a set of common commitments, skills, and (enhanced by both community partnership roles and academic linkages like the civic engagement minor/certificate) knowledge. The sample calendar sequences trainings from the Civic Engagement Curriculum (downloadable at [www.bonner.org](http://www.bonner.org)). A campus may choose to implement this sequence (QUICK START) or make minor modifications. Or, a campus may engage in an individualized planning process, using **The Roadmap Planning Tool**. Regardless, each Bonner Program should have an intentional student development strategy, which rests on a minimum of two meetings per month (every other week is recommended) for students in each class.

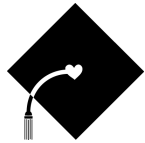
Month	Year 1	Year 2	Year 3	Year 4
<b>Areas of knowledge &amp; commitments to emphasize for the year</b>	<ul style="list-style-type: none"> <li>• Knowledge of self and ability for reflection</li> <li>• Knowledge of community</li> <li>• Exploration of diversity</li> <li>• Community building</li> <li>• Introduction to civic engagement</li> </ul>	<ul style="list-style-type: none"> <li>• Analysis of diversity</li> <li>• Knowledge of poverty</li> <li>• Understanding of place and ability to think critically around community</li> <li>• Introduction to forms of civic engagement</li> </ul>	<ul style="list-style-type: none"> <li>• Exploration of forms of civic engagement</li> <li>• International perspective</li> <li>• Critical thinking &amp; systems analysis</li> <li>• Leadership skills and application through practice</li> </ul>	<ul style="list-style-type: none"> <li>• Exploration of Social justice</li> <li>• Vocation and career exploration/preparation</li> <li>• Spiritual exploration</li> <li>• Connection to academic study (capstone/thesis)</li> </ul>
<b>Skills distribution</b>	<ul style="list-style-type: none"> <li>• Active listening</li> <li>• Communication</li> <li>• Goal setting</li> <li>• Organization</li> <li>• Reflection</li> <li>• Time management</li> </ul>	<ul style="list-style-type: none"> <li>• Balance/boundaries</li> <li>• Budgeting</li> <li>• Conflict resolution</li> <li>• Mediation</li> <li>• Planning</li> <li>• Teamwork</li> </ul>	<ul style="list-style-type: none"> <li>• Delegation</li> <li>• Event planning</li> <li>• Fundraising</li> <li>• Grant writing</li> <li>• Running a meeting</li> <li>• Volunteer management</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Decision making</li> <li>• Evaluation/research</li> <li>• Marketing / public relations</li> <li>• Networking</li> <li>• Public education / advocacy</li> <li>• Public speaking</li> </ul>
<b>Types of roles and placements</b>	<ul style="list-style-type: none"> <li>• Occasional volunteer, meaning role in short-term projects</li> <li>• Exploratory role, learning an issue or agency</li> </ul>	<ul style="list-style-type: none"> <li>• Regular volunteer, meaning a commitment to issue/agency</li> <li>• Expanded responsibility, such as with coordination, organization, research</li> </ul>	<ul style="list-style-type: none"> <li>• Project coordinator or leader role, including managing of project or volunteers</li> <li>• Expanded leadership, tapping many skills</li> </ul>	<ul style="list-style-type: none"> <li>• Planning team or specialist role, including individualized leadership on a project.</li> <li>• May include academic links, research, program design &amp; more</li> </ul>



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## Developmental Model Training Calendar

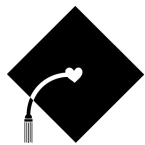
Fall	Year 1 (First Years)	Year 2 (Second Years)	Year 3 (Third Years)	Year 4 (Fourth Years)
<b>August</b>	<ul style="list-style-type: none"> <li>Orientation covering Bonner 101, community partner introductions, community/team building</li> <li>Games, Games, Games Galore &amp; Icebreakers</li> <li>Identity Circles: A Personal Exploration of Diversity</li> </ul>	<ul style="list-style-type: none"> <li>Back-to-school refresher; update Bonner Wiki</li> <li>Setting Service Objectives (at higher level)</li> <li>Introduction to Civic Engagement</li> </ul>	<ul style="list-style-type: none"> <li>Back-to-school refresher update Bonner Wiki; find courses for juniors</li> <li>Learning Circle (class based)</li> </ul>	<ul style="list-style-type: none"> <li>Back-to-school refresher; update Bonner Wiki &amp; find senior year capstones</li> <li>BHAGs: Setting Big Hairy Audacious Goals</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>Introduction to Effective Communication</li> <li>Community Asset Mapping part 1 (introduction, scavenger hunt)</li> </ul>	<ul style="list-style-type: none"> <li>Developing an Action Plan</li> <li>Budgeting (involve presenter from campus/ community)</li> <li>Global Poverty (NEW)</li> </ul>	<ul style="list-style-type: none"> <li>Leading Learning Circles: A Train-the-Trainers Approach</li> <li>Bridging the Gap Between Service, Activism, and Politics</li> </ul>	<ul style="list-style-type: none"> <li>Hearing the Call: Listening to Your Inner Voice</li> <li>Vocation: Board of Directors</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>Community Asset Mapping part 2 (involving partner)</li> <li>Community Asset Mapping part 3 (involving campus assessment)</li> </ul>	<ul style="list-style-type: none"> <li>Introduction to Effective Communication: Do You Hear Me?</li> <li>Advocacy 101: Tools for Political Engagement</li> </ul>	<ul style="list-style-type: none"> <li>Facilitation 202: More Techniques and Strategies</li> <li>Get-Out-the-Vote</li> </ul>	<ul style="list-style-type: none"> <li>Introduction to Spiritual Exploration</li> <li>Evaluation (involve faculty presenter)</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>Time Management: Managing by Calendar</li> <li>Time Management: Managing by Calendar Follow Up (planners)</li> </ul>	<ul style="list-style-type: none"> <li>Conflict Resolution: Steps for Handling Interpersonal Dynamics</li> <li>Facilitation 101: Roles of Effective Facilitators</li> </ul>	<ul style="list-style-type: none"> <li>Building Coalitions</li> <li>Building Coalitions (part 2: application for campus project) or Grant Writing</li> </ul>	<ul style="list-style-type: none"> <li>Tuesdays with Morrie Discussion</li> <li>Personal Vision: Creating One</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>Setting Service Objectives</li> </ul>	<ul style="list-style-type: none"> <li>Group feedback session (modeling previous trainings)</li> </ul>	<ul style="list-style-type: none"> <li>Vocation: "The Bridge Builder" poem and reflective discussion</li> </ul>	<ul style="list-style-type: none"> <li>Personal Vision 2: Follow up and sharing &amp; Building Shared Vision</li> </ul>
<b>December/ January</b>	<ul style="list-style-type: none"> <li>Annual Retreat integrating:</li> <li>Community building (move diversity workshops from other areas or add new ones)</li> <li>Common Commitments (use Bonner Wiki videos from STUDENT HANDBOOK LIVE! and new modules)</li> <li>Reflection &amp; visioning</li> <li>Most recommended: Cover Story, Four Corners (changing questions), River Stories/Introduction to Community Building, Leadership Compass, Vocation workshops</li> </ul>			



# Bonner Program Sample Calendar

## Developmental Model Training Calendar

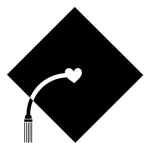
Spring	Year 1 (First Years)	Year 2 (Second Years)	Year 3 (Third Years)	Year 4 (Fourth Years)
<b>January</b>	<ul style="list-style-type: none"> <li>Vocation: "Dead Poet's Society" film clip</li> <li>Service-Based Reflection: How It Supports Making Service Meaningful</li> </ul>	<ul style="list-style-type: none"> <li>Four Corners: Building Appreciation for Diverse Ideas and Dialogue</li> <li>Advocacy &amp; Lobbying 101</li> </ul>	<ul style="list-style-type: none"> <li>Citizenship: Rights, Responsibilities &amp; Struggles or Introduction to Social Justice (similar)</li> <li>Leadership Compass or Meyers-Briggs/Work Style Inventory</li> </ul>	<ul style="list-style-type: none"> <li>Finding Your Vocational Fit Worksheet</li> <li>Resume Writing &amp; Interviewing Skills</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>Fishbowl Discussion: Defining Your Communities</li> <li>Research related to First Year Trip</li> </ul>	<ul style="list-style-type: none"> <li>Building a Personal Network</li> <li>Resume writing workshop (Career Services)</li> </ul>	<ul style="list-style-type: none"> <li>Power Mapping</li> <li>Advocacy 201: Meeting with an Elective Representative</li> </ul>	<ul style="list-style-type: none"> <li>Public Speaking</li> <li>Preparation for Senior Presentations of Learning</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>Groups Within Groups: Exploring Dimensions of Diversity</li> <li>Gender 1: Building Gender Awareness</li> </ul>	<ul style="list-style-type: none"> <li>Facilitation 201: An Intensive Introduction</li> <li>Gender 2: Deepening Gender Awareness</li> </ul>	<ul style="list-style-type: none"> <li>Building Career Networks</li> <li>Exploring Non-Profit Careers</li> </ul>	<ul style="list-style-type: none"> <li>Seeing Through Employers' Eyes: Group Resume Game</li> <li>Senior Resume Review</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>Racism: Deconstructing It</li> <li>Introduction to the Non-Profit Sector (in preparation for summer)</li> </ul>	<ul style="list-style-type: none"> <li>Planning Effective Meetings</li> <li>Ethnocentrism: Exploring &amp; Tackling It</li> </ul>	<ul style="list-style-type: none"> <li>Vocation: The Two Choices</li> <li>Homophobia: Countering It</li> </ul>	<ul style="list-style-type: none"> <li>Preparing a Leadership Transition</li> <li>Want Ads:</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>Tower of "Me"sa Spiritual &amp; Personal Exploration</li> </ul>	<ul style="list-style-type: none"> <li>Vocation: Guided Reflections for Recommitment</li> </ul>	<ul style="list-style-type: none"> <li>Vocation: "So What do you do?" personal exploration exercise</li> </ul>	<ul style="list-style-type: none"> <li>Submission of Senior Presentations of Learning</li> <li>Last Words: a Reflection on My Life</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>Review trainings and customize plan.</li> <li>Review other modules, such as on international perspective and poverty, using links on Wiki.</li> <li>Plan your own trainings &amp; plug them in!</li> </ul>			
<b>July</b>				



# Bonner Sample Calendar

## July Calendar

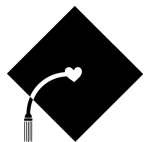
<p><b>Overall</b></p>	<p><b>Administrative/\$/AmériCorps</b></p>
<ul style="list-style-type: none"> <li>• Submit Annual Report to the Bonner Foundation by designated July deadline.</li> <li>• Plan Fall Orientation and other fall service events (such as for campus-wide project).</li> <li>• Send new staff to New Directors Meeting.</li> <li>• Work on planning for student development and community partnerships for the coming year. This is a good time for longer-range planning.</li> </ul>	<ul style="list-style-type: none"> <li>• Submit students' completed AmériCorps timelogs to Bonner Foundation staff monthly.</li> <li>• Make AmériCorps slot request for coming year to the Foundation.</li> <li>• All students complete summer Service Accomplishments.</li> <li>• Complete exit paperwork for AmériCorps members within 20 days.</li> <li>• Submit Annual Report to the Bonner Foundation by July 1.</li> </ul>
	<p><b>Community Partnerships/Service</b></p> <ul style="list-style-type: none"> <li>• Conduct site visits to partner agencies. Staff, senior interns, &amp; project coordinators can be involved. Utilize to maintain relationships and sketch placements.</li> <li>• Complete site agreements (program/site, foundation/campus).</li> <li>• Monitor students summer hours and placements.</li> </ul>
<p><b>Helpful resources</b></p>	<p><b>Student Development/ Training &amp; Enrichment</b></p>
<ul style="list-style-type: none"> <li>• 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: <a href="http://bonnernetnetwork.pbworks.com/Roadmap+Planning+Tool">http://bonnernetnetwork.pbworks.com/Roadmap+Planning+Tool</a></li> <li>• For tips on planning your Fall Orientation, use the Co-Curricular Implementation Guide pieces found at: <a href="http://bonnernetnetwork.pbworks.com/Implementation+Guides">http://bonnernetnetwork.pbworks.com/Implementation+Guides</a></li> </ul>	<p><b>Year 1:</b></p> <ul style="list-style-type: none"> <li>• Encourage partners to provide relevant training to students for summer sites</li> <li>• Encourage students to document training &amp; learning through BVBR &amp; reflection (journaling, keeping of portfolio)</li> </ul>
	<p><b>Year 2 :</b></p> <ul style="list-style-type: none"> <li>• Same as above</li> </ul>
<p><b>Holidays and Events</b></p>	<p><b>Year 3:</b></p> <ul style="list-style-type: none"> <li>• Same as above</li> </ul>
<ul style="list-style-type: none"> <li>• July 4th Independence Day</li> </ul>	<p><b>Year 4:</b></p> <ul style="list-style-type: none"> <li>• Same as above</li> </ul>



# Bonner Sample Calendar

## September Calendar

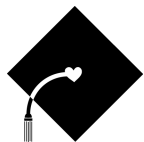
Overall	Administrative/\$/AmeriCorps
<ul style="list-style-type: none"> <li>• Work with faculty to develop list of courses that are relevant to students in your program and publicize these in your Bonner Office.</li> <li>• Begin your Bonner Meetings and Class Meetings by at least two weeks after school starts.</li> <li>• Train students in Bonner WBRS and monitor to see that they begin using the system correctly.</li> </ul>	Community Partnerships/Service
	<ul style="list-style-type: none"> <li>• Submit students' completed AmeriCorps timelogs to Bonner Foundation staff monthly. Complete enrollments within 20 days of start date.</li> <li>• By September 15th, submit (BSP) Fall Registrar's List, Summer Reimbursement Report, and Summer Living Expense Report.</li> <li>• Return AmeriCorps Campus Agreement to Foundation.</li> <li>• Have community partners sign AmeriCorps placement agreements.</li> </ul> <ul style="list-style-type: none"> <li>• Continue work begun on community partnerships, by:             <ul style="list-style-type: none"> <li>○ Engaging student leaders (Senior Interns, Project Coordinators) in visiting sites.</li> <li>○ Continuing to identify sites that will have project coordinators and get them running (training).</li> <li>○ Complete site agreements (program/site, foundation/campus) or finalize partner applications by this time.</li> </ul> </li> </ul>
Helpful Resources	Student Development/ Training & Enrichment
<ul style="list-style-type: none"> <li>• Training Modules can be downloaded at: <a href="http://www.bonner.org">www.bonner.org</a> under Resources at <a href="http://www.bonner.org/resources/modules/home.htm">http://www.bonner.org/resources/modules/home.htm</a> (soon to be added on the Bonner Network Wiki)</li> <li>• Use <a href="http://bonnernetnetwork.pbworks.com/BWBRS+Help+Guide">http://bonnernetnetwork.pbworks.com/BWBRS+Help+Guide</a> to access Bonner WBRS users-guide and help</li> <li>• For help with academic connections, consult: <a href="http://bonnernetnetwork.pbworks.com/Curricular+Implementation+Guide">http://bonnernetnetwork.pbworks.com/Curricular+Implementation+Guide</a></li> </ul>	Year 1:
	<ul style="list-style-type: none"> <li>• Introduction to Effective Communication</li> <li>• Community Asset Mapping part I</li> </ul>
Holidays and Events	Year 2 :
<ul style="list-style-type: none"> <li>• Fall classes begin at some campuses (add your date)</li> <li>• Last day to request ungraded option (add your date)</li> <li>• Labor Day</li> <li>• Patriots Day</li> </ul>	<ul style="list-style-type: none"> <li>• Developing an Action Plan</li> <li>• Budgeting (involving campus/community presenter)</li> <li>• Global Poverty (new)</li> </ul>
	Year 3:
<ul style="list-style-type: none"> <li>• Leading Learning Circles: A Train-the-Trainers Approach</li> <li>• Bridging the Gap Between Service, Activism, and Politics</li> </ul>	
Year 4:	
<ul style="list-style-type: none"> <li>• Hearing the Call: Listening to Your Inner Voice</li> <li>• Vocation: Board of Directors</li> </ul>	



# Bonner Sample Calendar

## October Calendar

<p><b>Overall</b></p>	<p><b>Administrative/\$/AmriCorps</b></p>
<ul style="list-style-type: none"> <li>• 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).</li> <li>• Keep tabs on student performance and retention. Make sure you have a process for selecting replacements or new Bonners in place.</li> <li>• Maintain relationships with other departments and divisions on campus.</li> <li>• Get ready for the November Directors/Coordinators Meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Submit students' completed AmriCorps timelogs to Bonner Foundation staff monthly.</li> <li>• Continue to send AmriCorps enrollments within 20 days of start dates.</li> </ul> <p><b>Community Partnerships/Service</b></p> <ul style="list-style-type: none"> <li>• Communicate formally (by phone, in writing, or in person) with partner representatives to ensure that placements are going well.</li> <li>• Identify any issues around needs for student training or performance management.</li> </ul>
<p><b>Helpful Resources</b></p>	<p><b>Student Development/ Training &amp; Enrichment</b></p>
<ul style="list-style-type: none"> <li>• Training Modules can be downloaded at: <a href="http://www.bonner.org">www.bonner.org</a> under Resources at <a href="http://www.bonner.org/resources/modules/home.htm">http://www.bonner.org/resources/modules/home.htm</a> (soon to be added on the Bonner Network Wiki)</li> <li>• Use <a href="http://bonnernetwork.pbworks.com/BWBRS+Help+Guide">http://bonnernetwork.pbworks.com/BWBRS+Help+Guide</a> to access Bonner WBRS users-guide and help</li> </ul>	<p><b>Year 1:</b></p> <ul style="list-style-type: none"> <li>• Community Asset Mapping part 2 (involving partner)</li> <li>• Community Asset Mapping part 3 (involving campus assessment)</li> </ul> <p><b>Year 2:</b></p> <ul style="list-style-type: none"> <li>• Introduction to Effective Communication: Do You Hear Me?</li> <li>• Advocacy 101: Tools for Political Engagement</li> </ul>
<p><b>Holidays and Events</b></p>	<p><b>Year 3:</b></p> <ul style="list-style-type: none"> <li>• Facilitation 202: More Techniques and Strategies</li> <li>• Get-Out-the-Vote</li> </ul>
<ul style="list-style-type: none"> <li>○ Add date of 1<sup>st</sup> quarter end, if applicable</li> <li>○ Add dates of 2<sup>nd</sup> quarter beginning, if applicable</li> <li>○ NJ AmriCorps Launch Event</li> <li>○ Add dates of Break, if applicable</li> <li>○ Bonner Congress Meeting</li> <li>○ Halloween</li> </ul>	<p><b>Year 4:</b></p> <ul style="list-style-type: none"> <li>• Introduction to Spiritual Exploration</li> <li>• Evaluation</li> </ul>

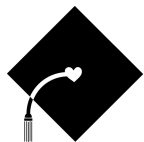


# Bonner Sample Calendar

## November Calendar

<p><b>Overall</b></p>	<p><b>Administrative/\$/AmeriCorps</b></p>
<ul style="list-style-type: none"> <li>• Work on planning Annual Retreat (usually held in January). Engage students in leadership roles.</li> <li>• 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.</li> <li>• Schedule and hold one-to-one meetings with students before holiday recess.</li> <li>• Take the opportunity to review the Bonner website and see what's new. Attend Bonner Fall Meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Submit students' completed AmeriCorps hour logs to Bonner Foundation staff monthly.</li> <li>• Train students in BWBRS Service Accomplishments.</li> </ul> <p><b>Community Partnerships/Service</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
<p><b>Helpful Resources</b></p>	<p><b>Student Development/ Training &amp; Enrichment</b></p>
<ul style="list-style-type: none"> <li>• Training Modules can be downloaded at: <a href="http://www.bonner.org">www.bonner.org</a> under Resources at <a href="http://www.bonner.org/resources/modules/home.htm">http://www.bonner.org/resources/modules/home.htm</a> (soon to be added on the Bonner Network Wiki)</li> <li>• Use <a href="http://bonnernetwork.pbworks.com/BWBRS+Help+Guide">http://bonnernetwork.pbworks.com/BWBRS+Help+Guide</a> to access Bonner WBRS users-guide and help</li> <li>• For help with Advising and one-to-one meetings, consult the Implementation Guide resources at: <a href="http://bonnernetwork.pbworks.com/Advising">http://bonnernetwork.pbworks.com/Advising</a></li> </ul>	<p><b>Year 1:</b></p> <ul style="list-style-type: none"> <li>• Time Management: Managing by Calendar (introduction)</li> <li>• Time Management: Managing by Calendar Follow Up (use planners; do site calendars)</li> </ul> <p><b>Year 2:</b></p> <ul style="list-style-type: none"> <li>• Conflict Resolution: Steps for Handling Interpersonal Dynamics</li> <li>• Facilitation 101: Roles of Effective Facilitators</li> </ul>
<p><b>Holidays and Events</b></p>	<p><b>Year 3:</b></p> <ul style="list-style-type: none"> <li>• Building Coalitions</li> <li>• Building Coalitions (part 2: application for campus project) or Grant Writing (involve local presenter)</li> </ul>
<ul style="list-style-type: none"> <li>• Election Day</li> <li>• Veteran's Day</li> <li>• Bonner Director &amp; Coordinators' Meeting</li> <li>• Thanksgiving</li> </ul>	<p><b>Year 4:</b></p> <ul style="list-style-type: none"> <li>• <i>Tuesdays with Morrie</i> Book Reading &amp; Discussion</li> <li>• Personal Vision: Creating One</li> </ul>

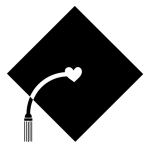




# Bonner Sample Calendar

## December Calendar

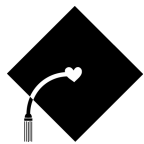
Overall	Administrative/\$/AmeriCorps
<ul style="list-style-type: none"> <li>Keep tabs on Bonner hours in BWBRS. Make sure that students are on track with hours. Integrate this information into your planning for one-to-one meetings.</li> <li>Schedule and hold one-to-one meetings with students before holiday recess.</li> <li>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 know upcoming semester/quarter expectations.</li> <li>Prepare for Winter/Jan Term, if relevant. Campuses sometimes include courses, international trips, or service trips during this period.</li> <li>Register for March IMPACT Conference for best rates now or in January! Submit workshops.</li> </ul>	<ul style="list-style-type: none"> <li>Submit students' completed AmeriCorps timelogs to Bonner Foundation staff monthly.</li> <li>Get the following ready for January submission: Spring Registrar's List, Fall Reimbursement Report, and Mid-Year Community Fund Report.</li> <li>All students complete semester/quarter end Service Accomplishments.</li> <li>Complete survey for national AmeriCorps Proposal.</li> </ul>
<b>Helpful Resources</b>	<b>Community Partnerships/Service</b>
<ul style="list-style-type: none"> <li>Training Modules can be downloaded at: <a href="http://www.bonner.org">www.bonner.org</a> under Resources at <a href="http://www.bonner.org/resources/modules/home.htm">http://www.bonner.org/resources/modules/home.htm</a></li> <li>For a refresher on recruitment, related to any new/replacements, consult <a href="http://bonnernetwork.pbworks.com/Recruitment+Guide">http://bonnernetwork.pbworks.com/Recruitment+Guide</a></li> <li>For additional trainings tied to Common Commitments, consult the Student Handbook Live on the Bonner Network Wiki</li> </ul>	<ul style="list-style-type: none"> <li>Conduct evaluation with community partners and students.</li> <li>Do an audit/review of the students' service hours, training &amp; enrichment hours, and CLAs in BWBRS to identify any trouble spots.</li> <li>Inventory the types of placements to ensure that students are having placements that represent developmental growth and challenging roles.</li> </ul>
<b>Holidays and Events</b>	<b>Student Development/ Training &amp; Enrichment</b>
<ul style="list-style-type: none"> <li>Add Reading Days if relevant</li> <li>Add days of final exams if relevant</li> <li>Add days of holiday recess</li> <li>Hanukkah</li> <li>Christmas Eve &amp; Christmas</li> <li>Vacation Days (add dates)</li> </ul>	<p><b>Year 1:</b> (only one meeting, due to holiday recess)</p> <ul style="list-style-type: none"> <li>Setting Service Objectives</li> </ul> <p><b>Year 2:</b> (only one meeting, due to holiday recess)</p> <ul style="list-style-type: none"> <li>Group feedback session (modeling previous trainings)</li> </ul> <p><b>Year 3:</b> (only one meeting, due to holiday recess)</p> <ul style="list-style-type: none"> <li>Vocation: "The Bridge Builder" poem and reflective discussion</li> </ul> <p><b>Year 4:</b> (only one meeting, due to holiday recess)</p> <ul style="list-style-type: none"> <li>Personal Vision 2: Follow up and sharing &amp; Building Shared Vision</li> </ul>



# Bonner Sample Calendar

## January Calendar

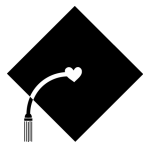
Overall	Administrative/\$/AmeriCorps	
<ul style="list-style-type: none"> <li>• Meet with faculty to check in on academic connections. Inventory and announce relevant courses to students.</li> <li>• Work on selection of next year's Senior Intern.</li> </ul> <p>Generally a good time for Annual Bonner Retreat. This retreat generally includes a focus on:</p> <ul style="list-style-type: none"> <li>• Community building (move diversity workshops from other areas or add new ones)</li> <li>• Common commitments</li> <li>• Reflection &amp; visioning</li> </ul> <p>Most recommended modules:</p> <ul style="list-style-type: none"> <li>○ Cover Story (visioning)</li> <li>○ Four Corners (changing questions)</li> <li>○ River Stories/Introduction to Community Building</li> <li>○ Leadership Compass</li> </ul> <p><b>Helpful resources:</b></p> <ul style="list-style-type: none"> <li>• Training Modules can be downloaded at: Training Modules can be downloaded at: <a href="http://www.bonner.org">www.bonner.org</a> under Resources at <a href="http://www.bonner.org/resources/modules/home.htm">http://www.bonner.org/resources/modules/home.htm</a> (soon to be added on the Bonner Network Wiki)</li> <li>• For help with All Bonner Meetings (Retreats), consult: <a href="http://bonnernetwork.pbworks.com/All-Bonner-Large-Group-Meetings">http://bonnernetwork.pbworks.com/All-Bonner-Large-Group-Meetings</a></li> </ul>	<ul style="list-style-type: none"> <li>• Submit registrar's list to Bonner Foundation.</li> <li>• Submit timelogs to Bonner AmeriCorps Program Staff monthly.</li> <li>• By January 15th, submit (BSP) Spring Registrar's List, Fall Reimbursement Report, and Mid-Year Community Fund Report.</li> <li>• Student leaders report Service Accomplishments for MLK Day (one-time projects).</li> </ul>	
	<th data-bbox="1031 565 1902 625">Community Partnerships/Service</th>	Community Partnerships/Service
	<ul style="list-style-type: none"> <li>• Involve community partner representatives in the annual Bonner Retreat, if you have one. They can lead workshops.</li> <li>• Communicate formally (by phone, in writing, or in person) with partner representatives to ensure that placements are going well.</li> </ul>	
	<th data-bbox="1031 836 1902 896">Student Development/ Training &amp; Enrichment</th>	Student Development/ Training & Enrichment
	<p><b>Year 1:</b></p> <ul style="list-style-type: none"> <li>• Vocation: "Dead Poet's Society" film clip</li> <li>• Service-Based Reflection: How It Supports Making Service Meaningful</li> </ul>	
	<p><b>Year 2 :</b></p> <ul style="list-style-type: none"> <li>• Four Corners: Building Appreciation for Diverse Ideas and Dialogue</li> <li>• Advocacy &amp; Lobbying 101</li> </ul>	
<th data-bbox="212 1268 1031 1328">Holidays and Events</th> <td data-bbox="1031 1268 1902 1386"> <p><b>Year 3:</b></p> <ul style="list-style-type: none"> <li>• Citizenship: Rights, Responsibilities &amp; Struggles or Introduction to Social Justice (similar)</li> <li>• Leadership Compass or Meyers-Briggs/Work Style Inventory</li> </ul> <p><b>Year 4:</b></p> <ul style="list-style-type: none"> <li>• Finding Your Vocational Fit Worksheet</li> <li>• Resume Writing &amp; Interviewing Skills</li> </ul> </td>	Holidays and Events	<p><b>Year 3:</b></p> <ul style="list-style-type: none"> <li>• Citizenship: Rights, Responsibilities &amp; Struggles or Introduction to Social Justice (similar)</li> <li>• Leadership Compass or Meyers-Briggs/Work Style Inventory</li> </ul> <p><b>Year 4:</b></p> <ul style="list-style-type: none"> <li>• Finding Your Vocational Fit Worksheet</li> <li>• Resume Writing &amp; Interviewing Skills</li> </ul>
<ul style="list-style-type: none"> <li>○ New Year's Day</li> <li>○ Three Kings Day (celebrated by some Latinos)</li> <li>○ Martin Luther King, Jr. Day, offer involving service project</li> <li>○ Add dates regarding your campus's semester/quarter</li> </ul>		



# Bonner Sample Calendar

## February Calendar

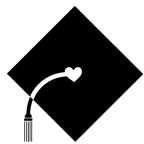
<p><b>Overall</b></p>	<p><b>Administrative/\$/AmériCorps</b></p>
<ul style="list-style-type: none"> <li>• Keep tabs on Bonner hours in BWBRS. Make sure that students are on track. Take action with students who are behind.</li> <li>• Work on selection of next year's Senior Intern and on recruitment of next year's Bonners. Meet with Admissions and Financial Aid.</li> <li>• 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.</li> <li>• Last dates to register people for Impact Conference (March)</li> </ul>	<ul style="list-style-type: none"> <li>• Submit students' completed AmériCorps timelogs to Bonner Foundation staff monthly.</li> </ul> <p><b>Community Partnerships/Service</b></p> <ul style="list-style-type: none"> <li>• Prepare for First-Year Trip. Include preparation (research, learning, cultural elements) into the meetings with first-year students.</li> <li>• Start planning end-of-the-year activities with community partners and graduating students.</li> </ul>
<p><b>Helpful Resources</b></p>	<p><b>Student Development/ Training &amp; Enrichment</b></p>
<ul style="list-style-type: none"> <li>• Training Modules can be downloaded at: Training Modules can be downloaded at: <a href="http://www.bonner.org">www.bonner.org</a> under Resources at <a href="http://www.bonner.org/resources/modules/home.htm">http://www.bonner.org/resources/modules/home.htm</a> (soon to be added on the Bonner Network Wiki)</li> <li>• For help with understanding the role of the Senior Intern and selecting that person consult: <a href="http://bonnernetnetwork.pbworks.com/Senior-Interns">http://bonnernetnetwork.pbworks.com/Senior-Interns</a></li> <li>• For the Bonner Partner program and database, go to: <a href="http://bonnernetnetwork.pbworks.com/Bonner-Partner-Organizations">http://bonnernetnetwork.pbworks.com/Bonner-Partner-Organizations</a></li> <li>• For help with your First-Year Trip and making it great, consult: <a href="http://bonnernetnetwork.pbworks.com/First-Year-Trip">http://bonnernetnetwork.pbworks.com/First-Year-Trip</a></li> </ul>	<p><b>Year 1:</b></p> <ul style="list-style-type: none"> <li>• Fishbowl Discussion: Defining Your Communities</li> <li>• Engage students in research related to First Year Trip</li> </ul> <p><b>Year 2:</b></p> <ul style="list-style-type: none"> <li>• Building a Personal Network</li> <li>• Resume writing workshop (engage someone from Career Services)</li> </ul>
<p><b>Holidays and Events</b></p>	<p><b>Year 3:</b></p> <ul style="list-style-type: none"> <li>• Power Mapping</li> <li>• Advocacy 201: Meeting with an Elective Representative</li> </ul>
<ul style="list-style-type: none"> <li>• Ground Hog Day</li> <li>• Valentine's Day</li> <li>• Chinese New Year</li> <li>• Presidents' Day</li> <li>• Ash Wednesday</li> <li>• Add relevant dates from campus calendar (academic).</li> </ul>	<p><b>Year 4:</b></p> <ul style="list-style-type: none"> <li>• Public Speaking</li> <li>• Preparation for Senior Presentations of Learning</li> </ul>



# Bonner Sample Calendar

## March Calendar

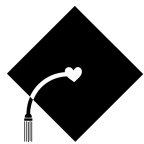
<p><b>Overall</b></p>	<p><b>Administrative/\$/AmriCorps</b></p>
<ul style="list-style-type: none"> <li>• Generally, March is a time when spring break occurs, with service immersion trips. First-Year Trip may also happen during this time, and Sophomore Exchange may also happen at this time.</li> <li>• Begin making plans and travel arrangements for participation in Summer Leadership Institute.</li> <li>• Finalize or make significant progress on next year's Bonners.</li> </ul>	<ul style="list-style-type: none"> <li>• Submit students' completed AmriCorps timelogs to Bonner Foundation staff monthly.</li> </ul> <p><b>Community Partnerships/Service</b></p> <ul style="list-style-type: none"> <li>• Communicate formally (by phone, in writing, or in person) with partner representatives to ensure that placements are going well.</li> <li>• Prepare for/implement First-Year Trip. Include preparation and reflection into the meetings with first-year students.</li> <li>• Continue planning end-of-the-year activities with community partners and graduating students.</li> </ul>
<p><b>Helpful Resources</b></p>	<p><b>Student Development/ Training &amp; Enrichment</b></p>
<ul style="list-style-type: none"> <li>• Training Modules can be downloaded at: Training Modules can be downloaded at: <a href="http://www.bonner.org">www.bonner.org</a> under Resources at <a href="http://www.bonner.org/resources/modules/home.htm">http://www.bonner.org/resources/modules/home.htm</a> (soon to be added on the Bonner Network Wiki)</li> <li>• To register for Summer Leadership Institute, go to: <a href="http://bonnernetwork.pbworks.com/Bonner-Summer-Leadership-Institute">http://bonnernetwork.pbworks.com/Bonner-Summer-Leadership-Institute</a></li> </ul>	<p><b>Year 1:</b></p> <ul style="list-style-type: none"> <li>• Groups Within Groups: Exploring Dimensions of Diversity</li> <li>• Gender 1: Building Gender Awareness</li> </ul> <p><b>Year 2 :</b></p> <ul style="list-style-type: none"> <li>• Facilitation 201: An Intensive Introduction</li> <li>• Gender 2: Deepening Gender Awareness</li> </ul>
<p><b>Holidays and Events</b></p>	<p><b>Year 3:</b></p> <ul style="list-style-type: none"> <li>• Building Career Networks</li> <li>• Exploring Non-Profit Careers</li> </ul>
<ul style="list-style-type: none"> <li>○ Impact Conference</li> <li>○ St. Patrick's Day</li> <li>○ Add dates for spring break, if applicable</li> </ul>	<p><b>Year 4:</b></p> <ul style="list-style-type: none"> <li>• Seeing Through Employers' Eyes: Group Resume Game</li> <li>• Senior Resume Review</li> </ul>



# Bonner Sample Calendar

## April Calendar

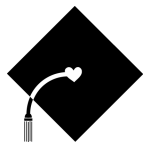
Overall	Administrative/\$/AmriCorps
<ul style="list-style-type: none"> <li>• Schedule and hold spring one-to-one meetings with students. Make sure to integrate service-related information from BWBRS.</li> <li>• Solidify plans and travel arrangements for participation in Summer Leadership Institute. All Bonner Service Day can also be a Sophomore Exchange for students.</li> <li>• Begin the process of completing second-semester evaluations of students by partners and of partners by students.</li> </ul>	<ul style="list-style-type: none"> <li>• Submit students' completed AmriCorps timelogs to Bonner Foundation staff monthly.</li> <li>• Student leaders report Service Accomplishments for break service trips.</li> <li>• All students report semester/quarter end Service Accomplishments.</li> </ul>
	<p><b>Community Partnerships/Service</b></p>
	<ul style="list-style-type: none"> <li>• Plan community partner end-of-year recognition and celebration events.</li> <li>• Conduct evaluation with community partners and students.</li> </ul>
Helpful Resources	Student Development/ Training & Enrichment
<ul style="list-style-type: none"> <li>• Training Modules can be downloaded at: Training Modules can be downloaded at: <a href="http://www.bonner.org">www.bonner.org</a> under Resources at <a href="http://www.bonner.org/resources/modules/home.htm">http://www.bonner.org/resources/modules/home.htm</a> (soon to be added on the Bonner Network Wiki)</li> <li>• To register for Summer Leadership Institute, go to: <a href="http://bonnernetwork.pbworks.com/Bonner-Summer-Leadership-Institute">http://bonnernetwork.pbworks.com/Bonner-Summer-Leadership-Institute</a></li> <li>• For help with Partner Evaluations, find tips and forms online within Community Partnerships Implementation Guide at: <a href="http://bonnernetwork.pbworks.com/Community+Partnerships">http://bonnernetwork.pbworks.com/Community+Partnerships</a></li> </ul>	<p><b>Year 1:</b></p> <ul style="list-style-type: none"> <li>• Racism: Deconstructing It</li> <li>• Introduction to the Non-Profit Sector</li> </ul> <p><b>Year 2 :</b></p> <ul style="list-style-type: none"> <li>• Planning Effective Meetings</li> <li>• Ethnocentrism: Exploring &amp; Tackling It</li> </ul>
Holidays and Events	<p><b>Year 3:</b></p> <ul style="list-style-type: none"> <li>• Vocation: The Two Choices</li> <li>• Homophobia: Countering It</li> </ul>
<ul style="list-style-type: none"> <li>○ Palm Sunday</li> <li>○ April Fool's Day</li> <li>○ Passover</li> <li>○ Good Friday</li> <li>○ Easter</li> <li>○ Add dates for spring break, if applicable</li> <li>○ National Youth Service Days</li> <li>○ Earth Day</li> </ul>	<p><b>Year 4:</b></p> <ul style="list-style-type: none"> <li>• Preparing a Leadership Transition</li> <li>• Want Ads</li> </ul>



# Bonner Sample Calendar

## May Calendar

<p><b>Overall</b></p>	<p><b>Administrative/\$/AmériCorps</b></p>
<ul style="list-style-type: none"> <li>• Campuses generally conduct exit interviews or more detailed one-to-one meetings with graduating seniors.</li> <li>• Plan sessions if presenting at the Summer Leadership Institute.</li> <li>• Schedule and hold Spring one-to-one meetings with students. Make sure to integrate service-related information from BWBRS.</li> <li>• Complete year-end activities with community partners (including evaluations) and students.</li> <li>• Finalize new Bonners for the coming year.</li> </ul>	<ul style="list-style-type: none"> <li>• Submit students' completed AmériCorps timelogs to Bonner Foundation staff monthly.</li> <li>• Get ready for June submission of: Summer Registrar's List and Spring Reimbursement Report</li> <li>• Complete exit paperwork for AmériCorps members within 20 days of completion of term.</li> </ul>
<p><b>Helpful Resources</b></p>	<p><b>Community Partnerships/Service</b></p>
<ul style="list-style-type: none"> <li>• For help (Bonner Scholar Programs) with reporting and what to submit, consult: <a href="http://www.bonner.org/resources/rules/bsprules_reporting.htm">http://www.bonner.org/resources/rules/bsprules_reporting.htm</a></li> <li>• Annual Report Guidelines will be posted on the Bonner Network Wiki (front page index)</li> </ul>	<ul style="list-style-type: none"> <li>• Hold community partner end-of-year recognition and celebration events.</li> <li>• Plan for summer site visits with community partners.</li> <li>• Identify sites to maintain and add project coordinators to in the coming fall.</li> </ul>
<p><b>Holidays and Events</b></p>	<p><b>Student Development/ Training &amp; Enrichment</b></p>
<ul style="list-style-type: none"> <li>○ Add dates of close of academic school year and graduation, if relevant - including exams</li> <li>○ Cinco de Mayo</li> <li>○ Mother's Day</li> <li>○ Memorial Day (School Holiday)</li> </ul>	<p><b>Year 1:</b></p> <ul style="list-style-type: none"> <li>• Tower of "Me"sa Spiritual &amp; Personal Exploration</li> </ul> <p><b>Year 2:</b></p> <ul style="list-style-type: none"> <li>• Vocation: Guided Reflections for Recommitment</li> </ul> <p><b>Year 3:</b></p> <ul style="list-style-type: none"> <li>• Vocation: "So What do you do?" personal exploration exercise</li> </ul> <p><b>Year 4:</b></p> <ul style="list-style-type: none"> <li>• Submission of Senior Presentations of Learning</li> <li>• Last Words: a Reflection on My Life</li> </ul>



# Bonner Sample Calendar

## June Calendar

<p><b>Overall</b></p>	<p><b>Administrative/\$/AmeriCorps</b></p>
<ul style="list-style-type: none"> <li>• Attend Summer Leadership Institute.</li> <li>• Work on Annual Report for July submission to the Bonner Foundation (see deadline in Foundation correspondence).</li> <li>• Create and implement a strategy for communicating with students over the summer and checking in on students' summer service placements.</li> <li>• Assess student development and training success and revise plans for following year.</li> <li>• Assess community partnerships and site placement success and revise plans for following year.</li> </ul>	<ul style="list-style-type: none"> <li>• Submit students' completed AmeriCorps timelogs to Bonner Foundation staff monthly.</li> <li>• Make AmeriCorps slot request for coming year to the Foundation.</li> <li>• By June 1st, submit Summer Registrar's List and Spring Reimbursement Report</li> <li>• Begin preparing Annual Report.</li> </ul> <p><b>Community Partnerships/Service</b></p> <ul style="list-style-type: none"> <li>• Conduct site visits to partner agencies to close the year. Staff, senior interns, &amp; project coordinators can be involved.</li> <li>• Identify opportunities for training &amp; enrichment for students for the coming year.</li> </ul>
<p><b>Helpful Resources</b></p>	<p><b>Student Development/ Training &amp; Enrichment</b></p>
<ul style="list-style-type: none"> <li>• For help (Bonner Scholar Programs) with reporting and what to submit, consult: <a href="http://www.bonner.org/resources/rules/bsprules_reporting.htm">http://www.bonner.org/resources/rules/bsprules_reporting.htm</a></li> <li>• Annual Report Guidelines will be posted on the Bonner Network Wiki (front page index)</li> </ul>	<p><b>Year 1:</b></p> <ul style="list-style-type: none"> <li>• None; some students attend Summer Leadership Institute</li> <li>• Encourage partners to provide relevant training to students for summer sites</li> </ul> <p><b>Year 2:</b></p> <ul style="list-style-type: none"> <li>• Same as above.</li> </ul>
<p><b>Holidays and Events</b></p>	<p><b>Year 3:</b></p> <ul style="list-style-type: none"> <li>• Same as above.</li> </ul>
<ul style="list-style-type: none"> <li>○ Add dates of close of academic school year and graduation, if relevant (especially West Coast)</li> <li>○ Summer Leadership Institute</li> <li>○ Father's Day</li> </ul>	<p><b>Year 4:</b></p> <ul style="list-style-type: none"> <li>• Same as above.</li> </ul>