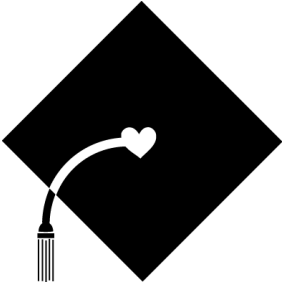
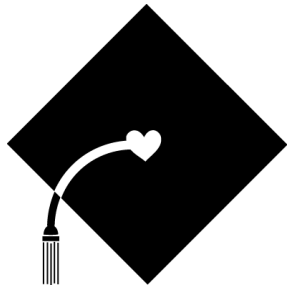


The Bonner Foundation's

2015 New Directors & Coordinators' Orientation



**Meeting
Agenda,
Handouts,
and Notes**



The Bonner Foundation's New Directors' Orientation

July 26 to July 29, 2015

Welcome!

We are delighted that you are joining us for this year's Orientation for new Bonner directors, coordinators, and staff—as well as for colleges and universities that are interested in learning about the Bonner Program model and potentially launching a program in the future. This year's meeting includes representatives from twenty institutions of higher education, including five with established Bonner Scholar Programs, six with established Bonner Leader Programs, and six colleges and universities that might start a new Bonner Program in the future.

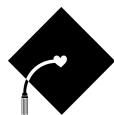
Over the next four days, you'll have a chance to learn about the fundamentals and best practices for a comprehensive civic engagement and education program. Since 1990, the program has provided students with an *access to education and opportunity to serve*. It has provided campuses with a way to build a culture and infrastructure for community service and engagement, as well as a commitment to diversity. Finally, the program provides a way for institutions of higher education to build reciprocal, sustained partnerships with communities, in particular through building the capacity of non-profit organizations, schools, government offices, and increasingly networks that address issues like hunger, homelessness, affordable housing, and other pressing community needs. As part of our efforts, we focus on building the capacity of organizations, schools, and communities to carry out this work.

We invite you to join what we believe is an incredible network! The Bonner Network is filled with dedicated, generous people who are eagerly share their experience, stories, challenges, and advice. Over the past twenty-three years, the Bonner Programs across the United States have graduated more than 6,000 alumni, who now live and work in continents around the world. More than a third work for non-profits; a third work in government; and a third work in the for-profit sector; they share a commitment to being civically involved in meaningful ways. Moreover, through this engagement, the Foundation has provided more than \$120 million in endowment funding that has paved the way for sustained institutional commitments.

This year, we're trying some new things at the meeting — to convey the most important pieces for building and managing a strong Bonner Program, while also getting you excited about the potential for cutting-edge work and innovation. Thank you for being a part of this work and community!

— The Bonner Staff

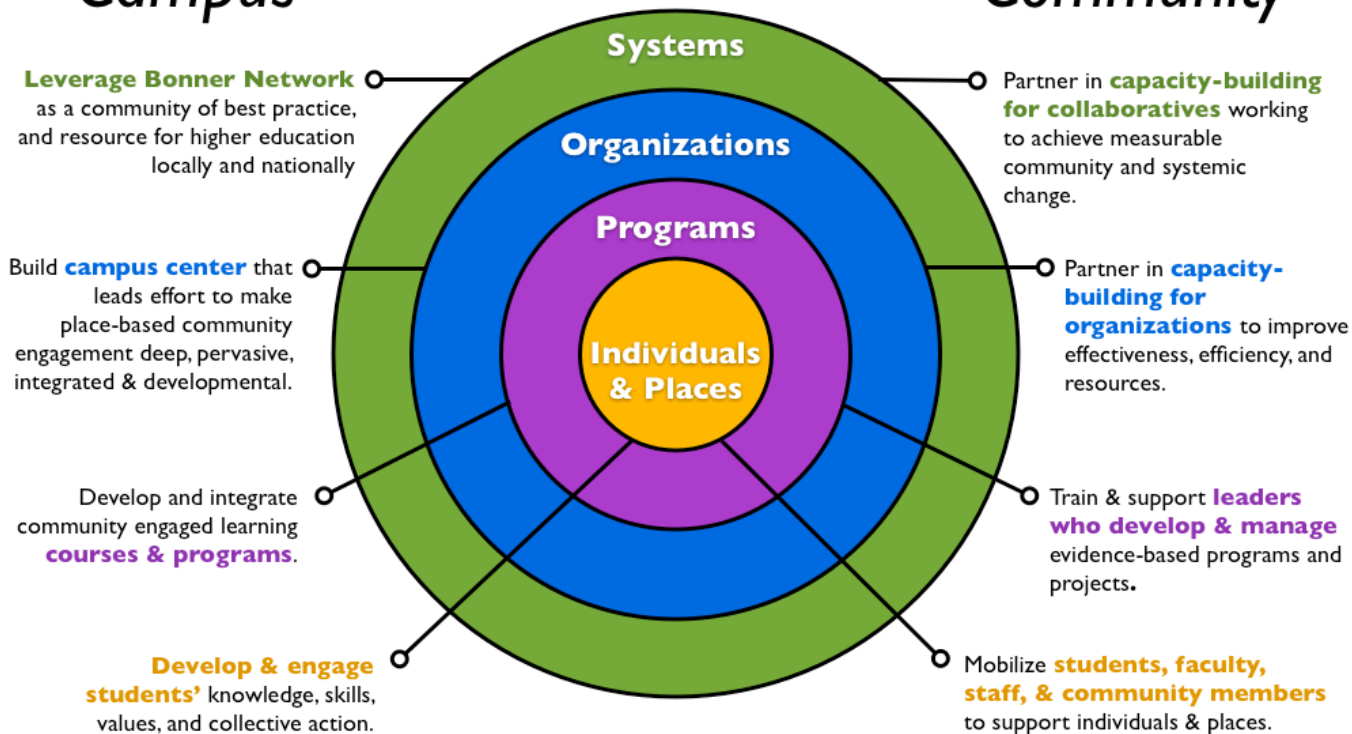




The Bonner Foundation's Transformational Goals

Campus

Community



Level of Work	Goals for Individual Development	Goals for Campus Development	Goals for Community Development
Macro	Community Leaders	Campus as Citizen	System Change
Meso	Campus-Wide Leaders	Centers of Engagement	Capacity-Building for Organizations & Collaboratives
	Staff & Faculty Leaders	Engaged Teaching	Evidence-based Programs & projects
Micro	Student Leaders	Engaged Learning	Direct Service



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Board of Trustees

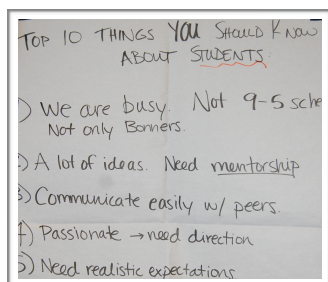
Mr. William Bush

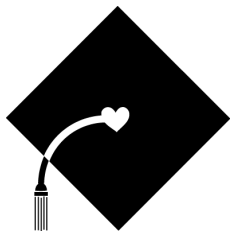
Ms. Carol Clarke

Mr. Charles C. Goodfellow

Mr. Kenneth Kunzman, Chair

Rev. Dr. John Kuykendall





The Bonner Foundation's New Directors' Orientation

July 26 to July 29, 2015

Sunday, July 26



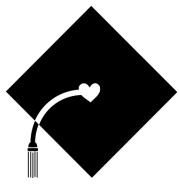
Time	Activity and Location
5:00 pm	Registration and check-in at the Bonner Foundation 10 Mercer Street, Princeton, NJ 08540 Phone: (609) 924-6663 when you arrive at Princeton.
	Sessions will be held at Cooper Room in Erdman See: Princeton Seminary Main Campus Map
5:30 pm — 6:45 pm	Dinner at the Bonner Foundation
7:00 pm — 9:00 pm	Welcome and Opening: The Big Picture History and Vision: Student Development, Community Impact, and Campus-wide Engagement
Evening	Reception at Bonner Foundation

Monday, July 27

Note: - there are 15 minute breaks between each



Time	Activity and Location
8:00 am — 9:00 am	Breakfast at Princeton Seminary Mackay Dining Hall
9:00 am — 9:15 am	Our Time Ahead: Overview of the Day
9:15 am — 10:15 am	Recruitment and Financial Aid: Ingredients for Success
10:30 am — 12:15 pm	School Year Service Partnerships and Positions
12:30 pm — 2:00 pm	Lunch at Princeton Seminary Mackay Dining Hall
2:15 pm — 4:15 pm	Developing Students
4:30 pm — 5:00 pm	Holding Students Accountable
5:30 pm	Reception at Bonner Foundation
6:00 pm	Dinner: depart from Bonner Foundation in groups for dinner in Princeton area



The Bonner Foundation's New Directors' Orientation

Tuesday, July 28

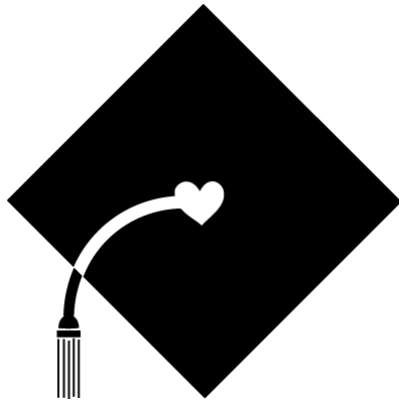


Time	Activity and Location
8:00 am — 9:00 am	Breakfast at Princeton Seminary Mackay Dining Hall
9:00 am — 11:00 am	Bonner Cornerstone Activities Orientation, First Year Trip, Second Year Exchange, Junior Leadership, & Senior Capstones
11:15 am — 12:30 pm	Staffing These Roles and Your Program The Roles of Directors, Coordinators, Senior Interns, Bonner Congress, and others on campus
12:30 pm — 2:00 pm	Lunch at Princeton Seminary Mackay Dining Hall Followed by casual conversations for schools with staff
2:15 pm — 4:15 pm	Campus-Wide Engagement Working with Other Service Programs, Faculty, and Special Foundation Initiatives
4:30 pm — 5:00 pm	Putting It All Together / Question Session
5:30 pm	Reception at Bonner Foundation
6:00 pm	Carpool from Bonner Foundation to Super Star East Buffet for Banquet at 6:15 pm

Wednesday, July 29



Time	Activity and Location
8:00 am — 9:00 am	Breakfast at Princeton Seminary Mackay Dining Hall
9:00 am — 10:15 am	Bonner AmeriCorps: Strategies and Benefits
10:30 am — 11:30 am	Foundation Support Strategic Planning, Phone Consultations, Campus Visits, and Annual Meetings
11:45 am — 12:15 pm	Next Steps



2015 New Directors and Coordinators Orientation

Participant Roster

FIRST	LAST	EMAIL	SCHOOL
Charmaine	Wilson	cwilson@allegheny.edu	Allegheny College
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Kimberly	Seibles	kimberly.seibles@converse.edu	Converse College
Douglas	Harms	dharms@depauw.edu	DePauw University
Natalie	Vickous	vickousn@lindsey.edu	Lindsey Wilson College
Lauren	Kinser	lauren.kinser@lindsey.edu	Lindsey Wilson College
Arianna	Illa	ailla@middlesexcc.edu	Middlesex County College
Kelly	Misiak	Kelly.misiak@pfeiffer.edu	Pfeiffer University
Mellonee	Axam	maxam@spelman.edu	Spelman College
Michael	Nordquist	nordquim@tcnj.edu	The College of New Jersey
Robin	Ferrel	roberta.ferrel@unionky.edu	Union College
Katie	Turek	kturek@ursinus.edu	Ursinus College
Aurelia	Spaulding	aurelia.spaulding@wku.edu	Western Kentucky University
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Gretchen	Mielke	gkmielke@widener.edu	Widener University

The Bonner Program

Access to Education ♦ Opportunity to Serve

Our Common Commitments: The Values that Bonners Explore During Their Engagement

Community Building

Establish and sustain a vibrant community of place, personal relationships, and common interests



Civic Engagement

Participate intentionally as a citizen in the democratic process, actively engaging in public policy and direct service

Diversity

Respect the many different dimensions of diversity in our public lives



International Perspective

Develop international understanding that enables students to participate fully in a global society

Spiritual Exploration

Explore personal beliefs while respecting the spiritual practices of others



Social Justice

Advocate for fairness, impartiality, and equality while addressing systemic social and environmental issues

Background

The Bonner Foundation is a national philanthropic organization based in Princeton, New Jersey which was founded by Bertram F. Bonner, a land developer, builder, and investor and his wife, Corella Allen Bonner. The Bonner Foundation sponsors programs united around the goals of supporting students, college campuses, and local communities.

Specifically, the Bonner Foundation:

- oversees campus-based Bonner Programs which includes both the Bonner Scholars and Bonner Leaders
- serves as a consortium of colleges and universities committed to community service and civic engagement
- champions the development of service-based scholarships at institutions throughout the U.S.
- works to foster a national learning community for higher education to advance civic learning and engagement

The Bonner Scholars Program

The Bonner Scholars Program was created with the belief that college students engaged in service have unique gifts and talents that bring energy, creativity, and hope to individuals and communities. It is based also on the belief that colleges and universities can and must be a telling presence in their local communities. In launching and supporting the Bonner Scholars Program, the Foundation has entered and sustained long-term partnerships with participating institutions

that have made a commitment to envision new possibilities for campus-community partnerships. Since 1989, the Foundation has worked with colleges and universities to support students to attend college and to be involved in community service in an intensive, developmental way. In the first few years, 22 schools were identified to participate in this service-based scholarship known as the Bonner Scholars Program. Now at 27 schools, this program supports roughly 1,500 students annually to attend college and be involved in community service and social justice issues. Each campus supports a director and a coordinator who oversee the general operations of the Bonner Program, engaging 40-100 Bonner Scholars in a four-year program with rising levels of expectation. Since its inception more than 3,000 students have graduated from the program.

Once a student enrolls in the Bonner Program, she or he commits to a series of expectations, including:

- Arrive for an early orientation designed specifically for new Bonner Scholars;
- Serve an average of ten hours a week at a community service site during the school year;
- Complete at least two full-time summer service internships (usually at least one of which is national or international)
- Engage in a comprehensive placement process for their service positions, which includes developmental growth. Students move from being a volunteer within a program to taking on leadership responsibilities and capacity building roles, such as volunteer management; resource development; participating in service-learning and community-based research; and doing capstone-level community engagement.

- Attend regular reflection, enrichment, and training activities through which the student participates in a developmental model that challenges and supports each Bonner to develop her or his skills, knowledge, commitments, and responsibilities.

While any student can qualify and receive a Bonner Scholarship, the Bonner Scholars Program awards most of its scholarships to students with a significant amount of documented financial need, hence our motto, "Access to Education, Opportunity to Serve."

The Bonner Leaders Program

After many requests from other schools to be a part of the Bonner Scholars Program, in 1997 the Foundation launched the Bonner Leaders Program. The pilot effort with six new colleges was supported by a grant from the Department of Education's Fund for the Improvement of Postsecondary Education (FIPSE). The Bonner Leaders Program has the same goals and program expectations as the Bonner Scholars Program. Its funding comes from other sources. Most students participating in the Bonner Leaders Program receive financial support from a combination of Federal Work-Study stipends, AmeriCorps Education Awards, and in some instances additional institutional financial aid. The results have been overwhelmingly positive as evidenced by the growing number of colleges and universities throughout the country which have partnered with the Bonner Foundation to start a Bonner Leaders Program. Campuses who are not yet involved with the Bonner Network can learn about and start a Bonner Leader Program.



Bonner Foundation Website



Find us on Facebook



follow us on twitter



Student Development



The Bonner Program is designed to transform not only the **students** who are directly supported by the program, but also the **campus** and **community** in which they serve and learn. The goals of the program are identified in four areas: students, community, and campus, and higher education.

For the Student:

- To provide access to a college education for students with high financial need.
- To afford students the opportunity to enhance and use their abilities, talents, and leadership to serve others while in college.
- To create a supportive community of students on campus whose common focus on community service gives them a sense of purpose and meaning.

For the Community:

- To channel the energies of college students, faculty, and staff to continue to improve and expand upon the quality and nature of services offered to the community.
- To break down the barriers between town and gown leading to improved communication and greater collaboration between the two.

For the College:

- To help recruit and retain a diverse group of students who might not otherwise be able to attend college.
- To challenge and support the college to create a culture of service where the stated mission of service is translated in such a way that every student, faculty, and staff is encouraged to serve.
- To support a core group of student leaders eager to build and strengthen the organizations on campus that promote a culture of service.

For Higher Education:

- To serve as a successful model to other colleges and universities which are interested in starting their own community service scholarship program.
- To form a consortium of diverse higher education institutions which share a common commitment to service.
- To provide leadership to a nation searching for ways to value and include young people in meaningful acts of citizenship.

Community Impact



Currently, there are Bonner Programs involving more than 3,000 students each year in intensive experiences with community service and leadership development. In each program, students are engaging in 270-300 hours of service during the academic year and 270-300 hours of additional work during full-time summer internships with non-profit agencies. Programs partner with hundreds of local, regional and national organizations addressing every type of social need. Our students tutor, build, organize, advocate for, create, write, manage, start new programs, and improve existing services. They are working to address issues like hunger and homelessness; serving as mentors to children and youth; building more sustainable environments; and providing health and wellness support; and more. We work in both rural towns and large, urban cities. We work with private and public colleges, small and large, two-year and four-year, listed below:

California

- Cal State University - LA
- Notre Dame de Namur University
- Pepperdine University
- Sonoma State University
- St Mary's College of California
- University of California-Berkeley

Florida

- Rollins College
- Stetson University
- University of Tampa

Georgia

- Berry College
- Morehouse College
- Oxford College of Emory University
- Spelman College
- Young Harris College

Indiana

- DePauw University
- Earlham College

Kansas

- Washburn University

Kentucky

- Berea College
- Centre College
- Lindsey Wilson College
- Union College
- University of Louisville
- Western Kentucky University

Maine

- Bates College

Minnesota

- Augsburg College
- College of Saint Benedict
- Macalester College

Campus Impact



North Carolina

- Davidson College
- Guilford College
- High Point University
- Mars Hill College
- Pfeiffer University
- University of North Carolina Chapel Hill
- Warren Wilson College

New Jersey

- Burlington County College
- Mercer County Community College
- Middlesex County College
- Montclair State University
- Rider University
- Rutgers University - Camden
- Rutgers University - New Brunswick
- Rutgers University - Newark
- The College of New Jersey

New Mexico

- University of New Mexico

New York

- Siena College
- Wagner College

Ohio

- Oberlin College
- University of Dayton

Pennsylvania

- Allegheny College
- Juniata College
- Ursinus College
- Waynesburg University
- Widener University

South Carolina

- College of Charleston
- Converse College
- Wofford College

Tennessee

- Carson-Newman College
- Maryville College
- Rhodes College
- Sewanee: The University of the South
- Tusculum College

Texas

- University of Houston

Virginia

- Christopher Newport University
- Emory & Henry College
- Lynchburg College
- University of Richmond
- Virginia State University
- Washington and Lee University

Washington

- Central Washington University
- Whitworth University

Wisconsin

- Edgewood College
- University of Wisconsin - Milwaukee

West Virginia

- Concord University



Bonner Program Sample Calendar

Program Management Responsibilities

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



Bonner Curriculum Training Calendar

Developmental Training Sequence

This schematic and calendar represents how the Bonner Program can intentionally support student skill and knowledge development, implementing the **Student Development Model**. The Training Calendar is based on a four-year program that integrates cohort or class Meetings (every other week). The Bonner Student Development model includes a set of Common Commitments, skills, and knowledge. The sample calendar sequences trainings from the Civic Engagement Curriculum (downloadable at <http://bonnernetwork.pbworks.com>).

A campus may choose to implement this sequence or adjust it, especially to reflect collaboration. Or, a campus may engage in an individualized planning process, using **The Roadmap Planning Tool (download on the wiki)**. Regardless, each Bonner Program should have an intentional student development strategy, which integrates a sequence of trainings, education, and reflection - ideally **weekly**. This integrates a **minimum of two meetings per month** (every other week is recommended) for students in each class.

	Year 1	Year 2	Year 3	Year 4
Areas of knowledge commitments to emphasize for the year	<ul style="list-style-type: none"> Knowledge of self Knowledge of community Exploration of diversity Community building Introduction to civic engagement 	<ul style="list-style-type: none"> Analysis of diversity Knowledge of poverty Understanding of place and ability to think critically around community Introduction to forms of civic engagement 	<ul style="list-style-type: none"> Multiple forms of civic engagement International perspective Critical thinking & systems analysis (understanding root causes) Leadership skills and application through practice 	<ul style="list-style-type: none"> Exploration of social justice Vocation and career exploration/preparation Spiritual exploration Connection to academic study (capstone/thesis)
Skills distribution	<ul style="list-style-type: none"> Sense of place Listening Time management Goal setting Organization & professionalism Reflection 	<ul style="list-style-type: none"> Balance Conflict resolution Planning Teamwork Volunteer recruitment Broader understanding of civic engagement 	<ul style="list-style-type: none"> Event planning Facilitation Fundraising Volunteer management Community-based research Power and privilege 	<ul style="list-style-type: none"> Building organizational capacity Marketing and outreach Networking Public speaking Public policy Capstone research
Types of roles and placements	<ul style="list-style-type: none"> Exploration: learning about issues and community; discovering passions and talents Settling into primary site and position 	<ul style="list-style-type: none"> Experience: commitment to an issue, agency/site, and place Expanded position and responsibility, including Capacity Building (see "Step It Up Sophomores") 	<ul style="list-style-type: none"> Example: Project coordinator or leader role; managing of project or volunteers Expanded leadership roles in the Bonner Program (i.e., Bonner Leadership Team) Capacity building project 	<ul style="list-style-type: none"> Expertise: Capacity building role; project or site leadership May link to academic major, minor, certificate, or coursework Senior Interns
High-Impact Civic Engagement	<ul style="list-style-type: none"> First Year Seminars First Year Trips Learning Communities 	<ul style="list-style-type: none"> Second Year Exchange Learning Communities Service-Learning 	<ul style="list-style-type: none"> Third Year Leadership International Experiences Undergraduate Research Policy Research 	<ul style="list-style-type: none"> Senior Capstone Courses and Research Projects Policy Research
Courses	<ul style="list-style-type: none"> Lead-in Course (First Year Seminars) 	<ul style="list-style-type: none"> Poverty / Economic Development Service-Learning Courses 	<ul style="list-style-type: none"> Policy Courses/Internships International Course Research Methods (CBR) 	<ul style="list-style-type: none"> Capstone / "Signature Work" Culminating Project



Bonner Sample Calendar

Developmental Model

Training Calendar

	Year 1	Year 2	Year 3	Year 4
August	<ul style="list-style-type: none"> Orientation: Bonner 101, Developmental Model, Community and Place, Team Building AmeriCorps Orientation Games and Ice-breakers River Stories 	<ul style="list-style-type: none"> Back-to-school refresher; have students engage in your Bonner Program social media, Facebook, Wiki, etc. Step It Up Sophomores (and have students revise positions/CLAs to be higher level) 	<ul style="list-style-type: none"> Engage juniors in helping plan and run Orientation Building Capacity with Community Partners Personal Vision or Cover Story 	<ul style="list-style-type: none"> Engage senior in helping plan and run Orientation & Training Calendar Nail down senior year capstones Action Steps for Carrying Out a CBPR Project or Translating Research into Resources for Partners
September	<ul style="list-style-type: none"> Professionalism and Expectations Identity Circles: A Personal Exploration of Diversity 	<ul style="list-style-type: none"> Action Planning Budgeting or Financial Literacy (involve presenter from campus/community) 	<ul style="list-style-type: none"> Leading Learning Circles: A Train-the-Trainers Approach Bridging the Gap Between Service, Activism, and Politics 	<ul style="list-style-type: none"> BHAGs: Setting Big Hairy Audacious Goals Hearing the Call: Listening to Your Inner Voice or Vocation: Board of Directors
October	<ul style="list-style-type: none"> Community Asset Mapping Time Management: Managing by Calendar 	<ul style="list-style-type: none"> Volunteer Recruitment for a Non-profit Organization Advocacy 101: Tools for Political Engagement 	<ul style="list-style-type: none"> Volunteer Outreach for a Non-profit Organization Facilitation 202: More Techniques and Strategies 	<ul style="list-style-type: none"> Fundraising Strategies: Developing and Executing a Plan Evaluation/Program Assessment (involve faculty or non-profit leader as presenter)
November	<ul style="list-style-type: none"> Introduction to Non-Profits and Capacity Building Goal-Setting 	<ul style="list-style-type: none"> Conflict Resolution: Steps for Handling Interpersonal Dynamics Facilitation 101: Roles of Effective Facilitators 	<ul style="list-style-type: none"> Volunteer Orientation for a Non-profit Organization Global Poverty (lesson plan from Oxfam America or campus) 	<ul style="list-style-type: none"> Reflective activities like Tuesdays with Morrie Book Reading or Spiritual Exploration workshop (involve faculty/chaplain) Building a Personal Vision
December	<ul style="list-style-type: none"> Reflection: How It Supports Making Service Meaningful 	<ul style="list-style-type: none"> Introduction to Community Based Participatory Research 	<ul style="list-style-type: none"> Action Steps for Carrying Out a CBPR Project or Building Coalitions 	<ul style="list-style-type: none"> Retreat for Seniors to begin focusing on their final term Shared Visioning
December/January	<p>Mid-Year Bonner Retreat:</p> <ul style="list-style-type: none"> Community building and Diversity Common Commitments (see Bonner Wiki for other organizational workshops on topics like Social Justice) Reflection & Dialogue across all classes and Peer Mentoring <p>Recommended trainings include: Cover Story, Four Corners, River Stories, Leadership Compass, Vocational Discernment workshops, Diversity Trainings (race, class, gender, sexual orientation, etc.)</p>			



Bonner Sample Calendar

Developmental Model

Training Calendar

	Year 1	Year 2	Year 3	Year 4
January	<p>Have BLT lead a “Book Club” that integrates stories about “place” such as the neighborhoods in which you work; can offer extra training & enrichment time for participation</p>	<ul style="list-style-type: none"> • Four Corners: Building Appreciation for Diverse Ideas and Dialogue • #SocialChange: Effectively Using Facebook in the Non-profit Sector 	<ul style="list-style-type: none"> • Citizenship: Rights, Responsibilities & Struggles or Introduction to Social Justice • #SocialChange: Effectively Using Twitter in the Nonprofit Sector 	<ul style="list-style-type: none"> • #SocialChange: Effectively Using LinkedIn in the Nonprofit Sector (and have students create profile/join Alumni Network) • Resume Writing & Interviewing Skills
February	<ul style="list-style-type: none"> • Fishbowl Discussion: Defining Your Communities • Engage students in planning First Year Trip (delegate roles to students) 	<ul style="list-style-type: none"> • Fundraising on Campus • Resume Writing workshop (integrate staff from Career Services) 	<ul style="list-style-type: none"> • Power Mapping • Fundraising: Mapping Out Donors 	<ul style="list-style-type: none"> • Public Speaking • Fundraising Strategies: Developing and Executing a Plan
March	<ul style="list-style-type: none"> • Groups Within Groups: Exploring Dimensions of Diversity • Gender I: Building Gender Awareness 	<ul style="list-style-type: none"> • Facilitation 201: An Intensive Introduction • Building a Personal Network 	<ul style="list-style-type: none"> • Building Career Networks or Exploring Non-Profit Careers • Advocacy 201: Meeting with an Elective Representative 	<ul style="list-style-type: none"> • Senior Retreat/Preparation for Senior Presentations of Learning • Seeing Through Employers’ Eyes and Senior Resume Review
April	<ul style="list-style-type: none"> • Racism: Deconstructing It • Introduction to Non-Profits 	<ul style="list-style-type: none"> • Planning Effective Meetings • Diversity Workshop like Ethnocentrism or Racism 	<ul style="list-style-type: none"> • Leadership Compass, Meyers-Briggs, or Strengths Finder • Homophobia: Countering It 	<ul style="list-style-type: none"> • Preparing a Leadership Transition • Want Ads: have students write one to replace themselves
May	<ul style="list-style-type: none"> • Spiritual Exploration (Tower of “Me”sa or engage someone on campus) 	<ul style="list-style-type: none"> • Vocation: Guided Reflections and Sophomore Recommitment 	<ul style="list-style-type: none"> • Vocation: “So What do you do?” personal exploration exercise 	<ul style="list-style-type: none"> • Senior Presentations of Learning • Last Words: a Reflection on My Bonner Journey
June	<ul style="list-style-type: none"> • Review trainings and customize plan. • Review other modules, such as on international perspective and poverty, using links on Wiki. • Plan your own trainings & plug them in! 			
July				

Freshman/First Year Training

Week	Training Topic	Training Description (use in BWBRS)
Meeting 1	• Identity Circles: A Personal Exploration of Diversity	Bonner Curriculum workshop helps participants reflect on and share their identity, as an introductory community-building and diversity activity.
Meeting 2	• Professionalism and Expectations	Bonner Curriculum workshop guides participants to develop professionalism (being on time, dress) and clarify how to best meet partner and program expectations.
Meeting 3	• Identity Circles: A Personal Exploration of Diversity	Bonner Curriculum workshop helps participants reflect on and share their identity, as an introductory community-building and diversity activity.
Meeting 4	• Community Asset Mapping: Freshman Version	Bonner Curriculum workshop teaches participants how to view a community from its assets, not deficits. Students learn how to find assets within their partner communities and incorporate them into service work.
Meeting 5	• Time Management: Managing by Calendar	Bonner Curriculum workshop teaches participants strategies for managing by calendar, a tool for sorting out competing and complex work assignments and prioritizing work.
Meeting 6	• Introduction to Non-Profits and Capacity Building	Bonner Curriculum workshop helps participants introduces basics about what is a non-profit organization and the sector. The session overviews capacity building focus of Bonners.
Meeting 7	• Goal-Setting: Setting Service Goals & Objectives	Bonner Curriculum workshop helps participants learn how to formulate and write clear goals/objectives. It guides participants through straightforward steps of objective writing, which can be used for CLAs.
Meeting 8	• Reflection: How It Supports Making Service Meaningful	Bonner Curriculum workshop introduces participants to the elements of effective reflection, why it is important, and how it can help them find meaning in what they are learning and doing through service work.
Mid-Year Retreat	• Community Building, Diversity, Reflection, and Visioning	Use resources on Bonner YouTube Channel! Recommended trainings include: Cover Story, Four Corners, Leadership Compass, True Colors, Public Speaking. See Wiki for all Training Descriptions!
Meeting 9/ Retreat	• River Stories	Bonner Curriculum workshop builds communication, community building, and diversity skills by having individuals share their stories, using metaphor of river.
Meeting 10	• Fishbowl Discussion: Defining Your Communities	Bonner Curriculum workshop guides participants to reflect on and define the characteristics within their community, critical skills for effective service site work and for building the culture of service on campus.
Meeting 11	• True Colors	Bonner Curriculum workshop uses a popular personality and style assessment to help participants discover and share elements of their personality and approach to work, building an appreciation for diversity and reducing conflicts.
Meeting 12	• Groups Within Groups: Exploring Dimensions of Diversity	Bonner Curriculum workshop guides participants into a deeper appreciation for diversity within a program and community, by having them reflect and discuss issues like class, race, gender, religion, and other aspects.
Meeting 13	Gender 1: Building Gender Awareness	Bonner Curriculum workshop helps participants think about gender, reflecting on the way they have come to understand what being “female” and “male” means and why. This builds appreciation for issues related to gender.
Meeting 14	• Racism: Deconstructing It	Bonner Curriculum workshop helps participants think about their understanding of race. It helps them look at racial discrimination and racism.
Meeting 15	Tower of “Me”sa Spiritual & Personal Exploration	Bonner Curriculum workshop guides participants to reflect on their spiritual and core values, creating an artistic representation of them.

Sophomore/Second Year Training

Week	Training Topic	Training Description (use in BWBRS)
Meeting 1	• Step It Up Sophomores (students revise CLA to be higher level)	Bonner Curriculum workshop guides participants to formulate a higher level position and integrate capacity building roles. It guides students to revisit their CLA and set higher level goals.
Meeting 2	• Action Planning	Bonner Curriculum workshop teaches concrete strategy for action planning. Students learn to identify a challenge or issue and create written plan including SMART goals.
Meeting 3	• Citizenship: Rights, Responsibilities and Struggles	Bonner Curriculum workshop guides participants to think about conceptions and rights of citizenship. It addresses civic engagement more broadly
Meeting 4	• Volunteer Recruitment for a Non-Profit Organization	Bonner Curriculum workshop teaches participants the first steps in assessing an organization's volunteer needs and developing a plan for volunteer recruitment.
Meeting 5	• Advocacy and Public Education 101: Tools for Political Engagement	Bonner Curriculum workshop helps participants learn the basics of public education, including how to communicate with a public official to inform him/her about community needs and issues.
Meeting 6	• Conflict Resolution: Steps for Handling Interpersonal Dynamics	Bonner Curriculum workshop supports students to understand and use teamwork and conflict resolution strategies, including a set of steps for better communication and interpersonal relationships.
Meeting 7	• Facilitation 101: Roles of Effective Facilitators	Bonner Curriculum workshop introduces participants to facilitation skills, useful for service work, planning and running meetings, and training.
Meeting 8	• Introduction to Community-Based Participatory Research	Bonner Curriculum workshop introduces participants to community-based participatory research, helping them think through how it might connect with and expand their own service work.
Mid-Year Retreat	• Community, Diversity, Reflection, Visioning	Use resources on Bonner YouTube Channel! Recommended trainings include: Cover Story, Four Corners, Leadership Compass, True Colors, Public Speaking.
Meeting 9	• #SocialChange: Effectively Using Facebook in the Non-Profit Sector	Bonner Curriculum workshop helps participants know how to work with their non-profit partner to build a Facebook presence for the organization as a tool for outreach and capacity building.
Meeting 10	• Fundraising on Campus	Bonner Curriculum workshop introduces participants to principles and practices of resource development for organizations using campus events.
Meeting 11	• Resume Writing (tap staff from Career Services)	Bonner Curriculum workshop guides participants to create a resume and know how to capture their service work in ways that convey their professional experience and skills.
Meeting 12	• Facilitation 201: An Intensive Introduction	Bonner Curriculum workshop guides participants through more complex facilitation and communication skills, useful for project planning and service work.
Meeting 13	• Building a Personal Network	Bonner Curriculum workshop helps participants consider and begin to build a personal network, appreciating the relationships they are forming.
Meeting 14	• Planning Effective Meetings	Bonner Curriculum workshop gives participants a set of steps and tools for planning more effective meetings with purpose, goals, and engaging agendas.
Meeting 15	• Four Corners: Building an Appreciation for Diverse Ideas and Dialogue	Bonner Curriculum workshop engages participants in working through their perspectives on issues of diversity (such as class, race, and gender), in a way that fosters critical thinking and dialogue.
Meeting 16	• Vocation: Guided Reflections for the Sophomore Recommitment	Bonner Curriculum workshop guides participants to reflect on their service work and articulate their own learning and commitments for the future.

Junior/Third Year Training

Week	Training Topic	Training Description (use in BWBRS)
Meeting 1	• Building Capacity with Community Partners	Bonner Curriculum workshop guides participants to identify capacity building projects with leadership dimension and create a higher level internship description for their work.
Meeting 2	• Personal Vision or Cover Story	Bonner Curriculum workshop guides participants to create a personal vision for their life and work, including through reflection and writing. OR Bonner Curriculum workshop teaches a method of visioning that uses the artistic metaphor of a "cover story" on a newspaper or magazine.
Meeting 3	• Leading Learning Circles: A Train-the-Trainers Approach	Bonner Curriculum workshop teaches participants how to plan and lead a learning circle reflection (from the tradition of Highlander), building their facilitation and project management skills.
Meeting 4	• Bridging the Gap Between Service, Activism, and Politics	Bonner Curriculum workshop helps participants learn about and consider various forms of civic engagement that are part of active citizenship, including knowing issues, public education, and policy.
Meeting 5	• Volunteer Outreach for a Non-Profit Organization	Bonner Curriculum workshop guides participants to develop an outreach and recruitment strategy for a non-profit organization (part 2 of series).
Meeting 6	• Advanced Facilitation: More Techniques and Strategies	Bonner Curriculum workshop teaches participants ways to build coalitions around a common goal or project, a key skill set in more complex capacity building or community change.
Meeting 7	• Volunteer Outreach for a Non-Profit Organization	Bonner Curriculum workshop guides participants to develop an Orientation strategy for a non-profit organization or project. This includes a strategy for supporting volunteers in their work.
Meeting 8	• Action Steps for Carrying Out a Community-Based Participatory Research Project	Bonner Curriculum workshop guides participants to develop a focus and action steps for a CBPR project, which involves doing research that serves a community interest.
Mid-Year Retreat	• Community Building, Diversity, Reflection, and Visioning	Use resources on Bonner YouTube Channel! Recommended trainings include: Cover Story, Four Corners, Leadership Compass, etc.
Meeting 9	• #SocialChange: Effectively Using Twitter in the Nonprofit Sector	Bonner Curriculum workshop helps participants know how to work with their non-profit partner to build a Twitter presence for the organization as a tool for research and capacity building.
Meeting 10	• Power Mapping	Bonner Curriculum workshop teaches participants a strategy for understanding relationships and leveraging relational power, using power mapping, a technique for organizing and resource use.
Meeting 11	• Fundraising: Mapping Out Donors	Bonner Curriculum workshop teaches participants frameworks and strategies for identifying potential donors and funders for a non-profit organization or project.
Meeting 12	• Building Career Networks or Exploring Non-Profit Careers	Bonner Curriculum workshop exposes participants to facts about the non-profit sector and careers, including resources for learning more, reading profiles, and networking.
Meeting 13	• Advocacy 201: Meeting with an Elective Representative	Bonner Curriculum workshop teaches participants strategies for effectively meeting with an elective representative (like a Mayor or City Council member) to educate them about community issues.
Meeting 14	• Leadership Compass, Meyers-Briggs, or Strengths Finder (Work Style)	Bonner Curriculum or other workshops help participants think critically and more broadly about their work and leadership style.
Meeting 15	• Homophobia: Countering It	Bonner Curriculum workshop guides participants through thinking about discrimination related to sexual orientation and more complex diversity issues.
Meeting 16	Vocation: "The Bridge Builder" poem and reflective discussion	Bonner Curriculum workshop uses 'The Bridge Builder' activity to challenge participants to think, with intentionality, about the importance of mentorship in their lives and the lives of others.

Senior/Fourth Year Training

Week	Training Topic	Training Description (use in BWBRS)
Meeting 1	<ul style="list-style-type: none"> • Action Steps for Carrying Out a Community-Based Participatory Research Project 	Bonner Curriculum workshop guides participants to develop a focus and action steps for a CBPR project, which involves doing research that serves a community interest.
Meeting 2	<ul style="list-style-type: none"> • BHAGs: Setting Big Hairy Audacious Goals 	Bonner Curriculum workshop introduces participants to a visionary tool for goal setting, "Big Hairy Audacious Goals," from <i>Built to Last</i> , documenting successful organizations.
Meeting 3	<ul style="list-style-type: none"> • Hearing the Call: Listening to Your Inner Voice 	Bonner Curriculum workshop guides participants to reflect on their journeys and its deeper impact and meaning, exploring vocation and long term aspirations.
Meeting 4	<ul style="list-style-type: none"> • Vocation: Board of Directors 	Bonner Curriculum workshop helps participants consider mentors and their impacts, using the metaphor of a non-profit board of directors as advisors to guide them.
Meeting 5	<ul style="list-style-type: none"> • Fundraising Strategies: Developing and Executing a Plan 	Bonner Curriculum workshop guides participants to develop and carry out multifaceted resource development for an organization or project.
Meeting 6	<ul style="list-style-type: none"> • Shared Visioning 	Bonner Curriculum workshop guides participants to create a shared vision for a site, team, or project. It teaches more complex collaboration and facilitation skills.
Meeting 7	<ul style="list-style-type: none"> • Tuesdays with Morrie Reading and Discussion (or another book) 	Bonner Curriculum workshop integrate reflective content to consider harder questions about life and purpose. This builds introspection and dialogue.
Meeting 8	<ul style="list-style-type: none"> • Host a retreat for Seniors to reflect and focus on their final term (capstone/senior presentation), use Creating a Career Vision 	Bonner Curriculum workshop guides participants to create a personal vision for their careers and long-term work, focusing on post-graduate pathways.
Mid-Year Retreat	<ul style="list-style-type: none"> • Community Building, Diversity, Reflection, and Visioning 	Use resources on Bonner YouTube Channel! Recommended trainings include: Cover Story, Four Corners, Leadership Compass, True Colors, Public Speaking.
Meeting 9	<ul style="list-style-type: none"> • SocialChange: Effectively Using LinkedIn in the Non-profit Sector 	Bonner Curriculum workshop helps participants know how to work with their non-profit partner to build a LinkedIn presence for the organization as a tool for capacity building.
Meeting 10	<ul style="list-style-type: none"> • Public Speaking 	Bonner Curriculum workshop helps participants understand techniques for verbal presentations and speeches.
Meeting 11	<ul style="list-style-type: none"> • Senior Retreat: Presentation of Senior Learning 	Meet with seniors to engage in reflection. Provide support for their development of senior capstones and presentations.
Meeting 12	<ul style="list-style-type: none"> • Seeing Through Employers' Eyes and Senior Resume Review 	Bonner Curriculum workshop teaches participants to revise their resumes to view them from prospective employers' views.
Meeting 13	<ul style="list-style-type: none"> • Preparing a Leadership Transition 	Bonner Curriculum workshop guides participants to prepare for a leadership transition for their partner sites.
Meeting 14	<ul style="list-style-type: none"> • Want Ads: have students write one to replace themselves 	Bonner Curriculum workshop teaches participants how to envision leadership transitions by helping to create a strategy for identifying a replacement for their sites.
Meeting 15	<ul style="list-style-type: none"> • Finalizing of Senior Presentations of Learning 	Have students do this!
Meeting 16	<ul style="list-style-type: none"> • Senior Celebration! 	Yay! It's time to celebrate!



Bonner Sample Calendar

July Calendar

<h3>Overall</h3>	<h3>Administrative and AmeriCorps</h3>
<ul style="list-style-type: none"> • 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 at end of month/August. • Work on planning for student development and community partnerships for the coming year. This is a good time for longer-range planning. • Complete Bonner Self-Assessment for planning purposes. • Conduct site visits and complete opportunities form with all community partners. 	<ul style="list-style-type: none"> • 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.
	<h3>Community Partnerships/Service</h3>
<h3>Helpful Resources</h3> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Conduct site visits to partner agencies. Staff, senior interns, & project coordinators can be involved. Utilize to maintain relationships and complete opportunities form for capacity building positions (http://bonnernetwork.pbworks.com/w/file/67411431/Capacity_Building_Opportunities_Form.pdf). • Complete site agreements (program/site, foundation/campus). • Monitor students summer hours and placements.
<h3>Holidays and Events</h3>	<h3>Student Development/ Training and Enrichment</h3> <ul style="list-style-type: none"> • Encourage partners to provide relevant training to students for summer sites • Encourage students to document training & learning through BWBRS & reflection (journaling, keeping of portfolio) • Evaluate prior year's training calendar
<ul style="list-style-type: none"> • July 4th Independence Day 	



Bonner Sample Calendar

August Calendar

<h3>Overall</h3>	<h3>Administrative and AmeriCorps</h3>
<ul style="list-style-type: none"> • Plan Orientation • 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. • Use http://bonnernetnetwork.pbworks.com/BWBRS+Help+Guide to access Bonner WBRS users-guide and help 	<ul style="list-style-type: none"> • 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.
<h3>Helpful Resources</h3>	<h3>Community Partnerships/Service</h3>
<ul style="list-style-type: none"> • Training Modules can be downloaded at: http://bonnernetnetwork.pbworks.com/w/page/13112081/Bonner%20Training%20-Modules • For help with academic connections, consult: http://bonnernetnetwork.pbworks.com/Curricular+Implementation+Guide 	<ul style="list-style-type: none"> • Continue work begun on community partnerships, by: <ul style="list-style-type: none"> ◦ Engaging student leaders (Senior Interns, Project Coordinators, Community Impact Intern) in visiting sites. ◦ Continuing to identify sites that will have project coordinators and get them running (training). ◦ Use Opportunities Form to write position descriptions and enter into BWBRS before students arrive on campus.
<h3>Holidays and Events</h3>	<h3>Student Development/ Training and Enrichment</h3>
<ul style="list-style-type: none"> • Fall classes begin at some campuses (add your date) • Last day to request ungraded option (add your date) • Labor Day • Patriots Day 	<p>Add your trainings and meeting focus areas here:</p> <p>Year 1:</p> <p>Year 2 :</p> <p>Year 3:</p> <p>Year 4:</p>



Bonner Sample Calendar

September Calendar

Overall	Administrative and AmeriCorps
<ul style="list-style-type: none"> • Make sure to delineate staff and student leader roles. • 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. • Use http://bonnernetwork.pbworks.com/BWBRS+Help+Guide to access Bonner WBRS users-guide and help 	<ul style="list-style-type: none"> • 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.
	<h3>Community Partnerships/Service</h3>
<h3>Helpful Resources</h3> <ul style="list-style-type: none"> • Training Modules can be downloaded at: http://bonnernetwork.pbworks.com/w/page/13112081/Bonner%20Training%20Modules • For help with academic connections, consult: http://bonnernetwork.pbworks.com/Curricular+Implementation+Guide 	<h3>Student Development/Training and Enrichment</h3> <p>Add your trainings and meeting focus areas here:</p> <p>Year 1:</p> <p>Year 2 :</p> <p>Year 3:</p> <p>Year 4:</p>
<h3>Holidays and Events</h3>	
<ul style="list-style-type: none"> • Fall classes begin at some campuses (add your date) • Last day to request ungraded option (add your date) • Labor Day • Patriots Day 	



Bonner Sample Calendar

October Calendar

<h3>Overall</h3>	<h3>Administrative and AmeriCorps</h3>
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Submit students' completed AmeriCorps timelogs to Bonner Foundation staff monthly. • Continue to send AmeriCorps enrollments within 20 days of start dates.
<h3>Helpful Resources</h3>	<h3>Community Partnerships/Service</h3>
<ul style="list-style-type: none"> • Training Modules can be downloaded at: http://bonnernetnetwork.pbworks.com/w/page/13112081/Bonner%20Training%20Modules • Use http://bonnernetnetwork.pbworks.com/BWBRS+Help+Guide to access Bonner WBRS users-guide and help 	<ul style="list-style-type: none"> • 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.
<h3>Student Development/ Training and Enrichment</h3>	<h3>Holidays and Events</h3>
<ul style="list-style-type: none"> o Add date of 1st quarter end, if applicable o Add dates of 2nd quarter beginning, if applicable o NJ AmeriCorps Launch Event o Add dates of Break, if applicable o Bonner Congress Meeting o Halloween 	<p>Add your trainings and meeting focus areas here:</p> <p>Year 1:</p> <p>Year 2 :</p> <p>Year 3:</p> <p>Year 4:</p>



Bonner Sample Calendar

November Calendar

<h3>Overall</h3>	<h3>Administrative and AmeriCorps</h3>
<ul style="list-style-type: none"> • Work on planning Annual Retreat (usually held in January). Engage students in leadership roles. • Maintain the schedule of at least monthly Bonner Meetings and Class Meetings that are weekly or at least every other week. 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. 	<ul style="list-style-type: none"> • Submit students' completed AmeriCorps hour logs to Bonner Foundation staff monthly. • Train students in BWBRS Service Accomplishments. <h3>Community Partnerships/Service</h3> <ul style="list-style-type: none"> • 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.
<h3>Helpful Resources</h3>	<h3>Student Development/ Training and Enrichment</h3>
<ul style="list-style-type: none"> • Training Modules can be downloaded at: http://bonnernetnetwork.pbworks.com/w/page/13112081/Bonner%20Training%20Modules • Use http://bonnernetnetwork.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://bonnernetnetwork.pbworks.com/Advising 	<p>Add your trainings and meeting focus areas here:</p> <p>Year 1:</p> <p>Year 2 :</p> <p>Year 3:</p> <p>Year 4:</p>
<h3>Holidays and Events</h3>	
<ul style="list-style-type: none"> • Election Day • Veteran's Day • Bonner Director & Coordinators' Meeting (November 11-14 in 2012 at Kanuga) • Thanksgiving 	



Bonner Sample Calendar

December Calendar

<h3>Overall</h3> <ul style="list-style-type: none"> • 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. • Conduct site evaluations and collect accomplishments at service sites. • 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 know upcoming semester/quarter expectations. • Prepare for Winter/January Term, if relevant. Campuses sometimes include courses, international trips, or service trips during this period. • Recruit any replacements. For a refresher on recruitment, related to any new/replacements, consult http://bonnernetwork.pbworks.com/Recruitment+Guide 	<h3>Administrative and AmeriCorps</h3> <ul style="list-style-type: none"> • 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.
	<h3>Community Partnerships/Service</h3> <ul style="list-style-type: none"> • Use Accomplishments Form to collect data on semester (http://bonnernetwork.pbworks.com/w/file/67411432/Capacity_Building_Accomplishment_Form.pdf). • Review and update Opportunities form to ensure that students are having placements that represent developmental growth and have focus on capacity building • Do an audit/review of the students' service hours, training & enrichment hours, and CLAs in BWBRS to identify any trouble spots.
	<h3>Student Development/ Training and Enrichment</h3>
<h3>Helpful Resources</h3>	<p>Add your trainings and meeting focus areas here:</p> <p>Year 1:</p> <p>Year 2 :</p> <p>Year 3:</p> <p>Year 4:</p>
<p>For additional trainings tied to Common Commitments, consult the Student Handbook or Common Commitments on the Wiki</p>	
<h3>Holidays and Events</h3>	
<ul style="list-style-type: none"> • 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 and AmeriCorps
<ul style="list-style-type: none"> • 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. <p>Generally a good time for Annual Bonner Retreat. This retreat generally includes a focus on:</p> <ul style="list-style-type: none"> • Community building (move diversity workshops from other areas or add new ones) • Common commitments • Reflection & visioning <p>Most recommended Modules:</p> <ul style="list-style-type: none"> o Cover Story (visioning) o Four Corners (changing questions) o River Stories/Introduction to Community Building o Leadership Compass <p>Helpful resources:</p> <ul style="list-style-type: none"> • Training Modules can be downloaded at: http://bonnernetwork.pbworks.com/w/page/13112081/Bonner%20Training%20Modules • For help with All Bonner Meetings (Retreats), consult: http://bonnernetwork.pbworks.com/All-Bonner-Large-Group-Meetings 	<ul style="list-style-type: none"> • 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).
	<h3>Community Partnerships/Service</h3>
<h3>Holidays and Events</h3> <ul style="list-style-type: none"> o New Year's Day o Three Kings Day (celebrated by some Latinos) o Martin Luther King, Jr. Day, after involving service project o Add dates regarding your campus's semester/quarter 	<h3>Student Development/ Training and Enrichment</h3> <p>Add your trainings and meeting focus areas here:</p> <p>Year 1:</p> <p>Year 2 :</p> <p>Year 3:</p> <p>Year 4:</p>



Bonner Sample Calendar

February Calendar

<h3>Overall</h3>	<h3>Administrative and AmeriCorps</h3>
<ul style="list-style-type: none"> • Keep tabs on Bonner hours in BWBRS. Make sure that students are on track. Take action with students who are behind. • Work on selection of next year's Senior Intern and on recruitment of next year's Bonners. Meet with Admissions and Financial Aid. • 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. • Last dates to register people for Impact Conference (March) 	<p>Submit students' completed AmeriCorps timelogs to Bonner Foundation staff monthly.</p> <h3>Community Partnerships/Service</h3> <ul style="list-style-type: none"> • Prepare for First-Year Trip. Include preparation (research, learning, cultural elements) into the meetings with first-year students. • Communicate formally (by phone, in writing, or in person) with partner representatives to ensure that placements are going well. • Start planning end-of-the-year activities with community partners and graduating students. • Cultivate summer positions and placements of students.
<h3>Helpful Resources</h3>	<h3>Student Development/ Training and Enrichment</h3>
<ul style="list-style-type: none"> • Training Modules can be downloaded at: http://bonnernetnetwork.pbworks.com/w/page/13112081/Bonner%20Training%20Modules • For help with understanding the role of the Senior Intern and selecting that person consult: http://bonnernetnetwork.pbworks.com/Senior-Interns • For the Bonner Partner program and database, go to: http://bonnernetnetwork.pbworks.com/Bonner-Partner-Organizations • For help with your First-Year Trip and making it great, consult: http://bonnernetnetwork.pbworks.com/First-Year-Trip 	<p>Add your trainings and meeting focus areas here:</p> <p>Year 1:</p> <p>Year 2 :</p> <p>Year 3:</p> <p>Year 4:</p>
<h3>Holidays and Events</h3>	
<ul style="list-style-type: none"> • Black History Month • Valentine's Day • Chinese New Year • Presidents' Day • Add relevant dates from campus calendar (academic). 	



Bonner Sample Calendar

March Calendar

<h3>Overall</h3>	<h3>Administrative and AmeriCorps</h3>
<ul style="list-style-type: none"> • 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. 	<p>Submit students' completed AmeriCorps timelogs to Bonner Foundation staff monthly.</p> <h3>Community Partnerships/Service</h3> <ul style="list-style-type: none"> • 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.
<h3>Helpful Resources</h3>	<h3>Student Development/ Training and Enrichment</h3>
<ul style="list-style-type: none"> • Training Modules can be downloaded at: http://bonnernetnetwork.pbworks.com/w/page/13112081/Bonner%20Training%20Modules • This is a good time to check out Reflection Resources and videos on YouTube too! • To register for Summer Leadership Institute, go to: http://bonnernetnetwork.pbworks.com/Bonner-Summer-Leadership-Institute 	<p>Add your trainings and meeting focus areas here:</p> <p>Year 1:</p> <p>Year 2 :</p> <p>Year 3:</p> <p>Year 4:</p>
<h3>Holidays and Events</h3>	
<ul style="list-style-type: none"> ○ Impact Conference ○ St. Patrick's Day ○ Add dates for spring break, if applicable 	



Bonner Sample Calendar

April Calendar

<h3>Overall</h3>	<h3>Administrative and AmeriCorps</h3>
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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. <h3>Community Partnerships/Service</h3> <ul style="list-style-type: none"> • Plan community partner end-of-year recognition and celebration events. • Conduct evaluation with community partners and students. Collect accomplishments (using form) and submit information onto BWBRS form linked to partner profile.
<h3>Helpful Resources</h3>	<h3>Student Development/Training and Enrichment</h3>
<ul style="list-style-type: none"> • 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 	<p>Add your trainings and meeting focus areas here:</p> <p>Year 1:</p> <p>Year 2 :</p> <p>Year 3:</p> <p>Year 4:</p>
<h3>Holidays and Events</h3>	
<ul style="list-style-type: none"> ○ Palm Sunday ○ April Fool's Day ○ Passover ○ Good Friday ○ Easter ○ Add dates for spring break, if applicable ○ National Youth Service Days ○ Earth Day 	



Bonner Sample Calendar

May Calendar

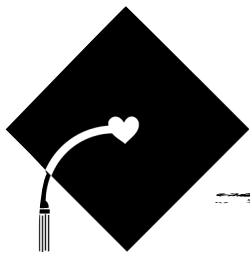
<h3>Overall</h3>	<h3>Administrative and AmeriCorps</h3>
<ul style="list-style-type: none"> • Campuses generally conduct exit interviews or more detailed one-to-one meetings with graduating seniors. • Plan sessions if presenting at the Summer Leadership Institute. • Schedule and hold Spring one-to-one 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. 	<ul style="list-style-type: none"> • 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.
	<h3>Community Partnerships/Service</h3>
	<ul style="list-style-type: none"> • Hold community partner end-of-year recognition and celebration events. • Plan for summer site visits with community partners during the summer. • Identify sites to maintain and add project coordinators to in the coming fall.
<h3>Helpful Resources</h3>	<h3>Student Development/ Training and Enrichment</h3>
<ul style="list-style-type: none"> • For help (Bonner Scholar Programs) with reporting and what to submit, consult: <ul style="list-style-type: none"> • Bonner Rules/Guidelines • BWBRS Users Guide 	<p>Add your trainings and meeting focus areas here:</p> <p>Year 1:</p> <p>Year 2 :</p> <p>Year 3:</p> <p>Year 4:</p>
<h3>Holidays and Events</h3>	
<ul style="list-style-type: none"> o Add dates of close of academic school year and graduation, if relevant - including exams o Cinco de Mayo o Mother's Day o Memorial Day (School Holiday) 	



Bonner Sample Calendar

June Calendar

Overall	Administrative and AmeriCorps
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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.
	<h3>Community Partnerships/Service</h3>
<h3>Helpful Resources</h3> <ul style="list-style-type: none"> • Annual Report Guidelines will be posted on the Bonner Network Wiki (front page index) and emailed in the Weekly • Look for and review the Bonner Self-Assessment Tool on the Wiki. 	<h3>Student Development/ Training and Enrichment</h3> <p>Year 1:</p> <ul style="list-style-type: none"> • Bring some students to Summer Leadership Institute • Encourage partners to provide relevant training to students for summer sites <p>Year 2:</p> <ul style="list-style-type: none"> • Same as above.
<h3>Holidays and Events</h3> <ul style="list-style-type: none"> o Add dates of close of academic school year and graduation, if relevant (especially West Coast) o Summer Leadership Institute o Father's Day 	<p>Year 3:</p> <ul style="list-style-type: none"> • Same as above. <p>Year 4:</p> <ul style="list-style-type: none"> • Same as above.



The Bonner Foundation's Social Media

Where to find us and learn more...

**Bonner
Network
Wiki**

Find all our resources for program development and management at bonnernetwork.pbworks.com



Bonner Network channel - search on YouTube for more than 240 videos and screencasts.



Join the **LinkedIn groups** for Bonner Alumni and Bonner Directors for career networking, news, and articles.



Friend "**Bonner Love**" or join the **Bonner groups** and pages for National Bonner Network, Bonner Foundation, High-Impact Initiative, Alumni, and more.



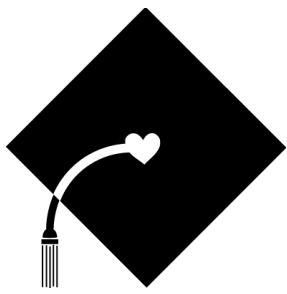
Find all the Foundation **PowerPoints** you can use for your own presentations.



Follow Bonner Network on **Twitter** to learn about conferences, high-impact projects, jobs, social entrepreneurship, and the field.



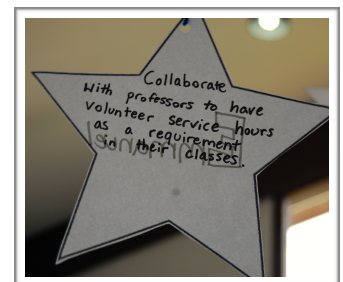
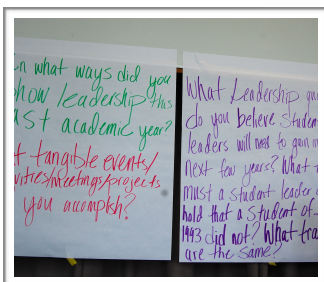
The Bonner Foundation
10 Mercer Street
Princeton, NJ 08540
Phone: 609-924-6663
Fax 609-683-4626

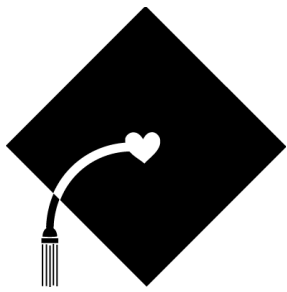


The Big Picture

History and Vision of the Bonner

Take Aways and Key Points



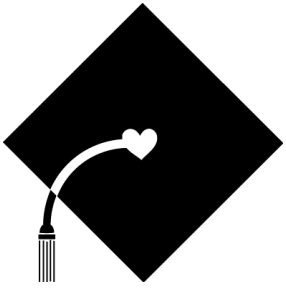


The Road Ahead

Understanding the year and the

Take Aways and Key Points

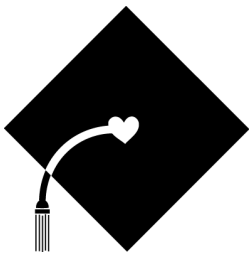




Recruitment & Financial Aid

Your plan for finding and engaging Bonners

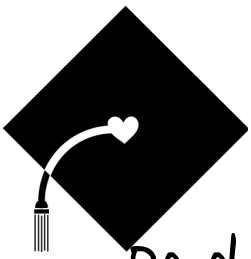
Take Aways and Key Points



Service Partnerships & Positions

Meaningful, developmental and

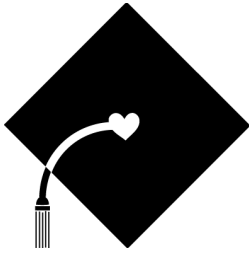
Take Aways and Key Points



Developing Students

Developmental sequence of training, education, and reflection

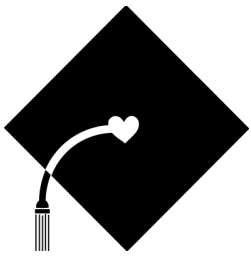
Take Aways and Key Points



Holding Students Accountable

Using BWBRS and Good Management

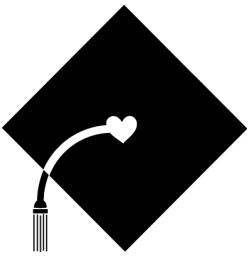
Take Aways and Key Points



Bonner Cornerstone Activities

Orientation

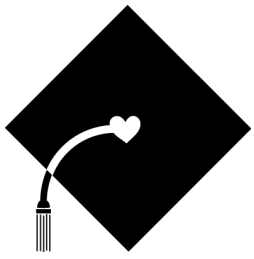
Take Aways, Key Points, and Ideas



Bonner Cornerstone Activities

First Year Trip

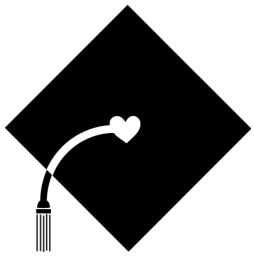
Take Aways, Key Points, and Ideas



Bonner Cornerstone Activities

Second Year Exchange

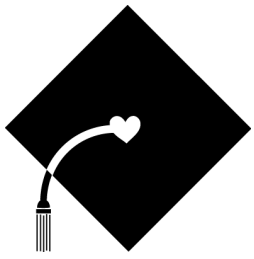
Take Aways, Key Points, and Ideas



Bonner Cornerstone Activities

Junior Leadership

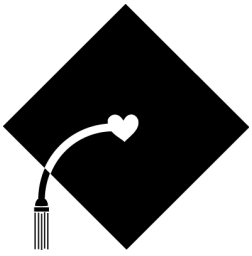
Take Aways, Key Points, and Ideas



Bonner Cornerstone Activities

Senior Capstone

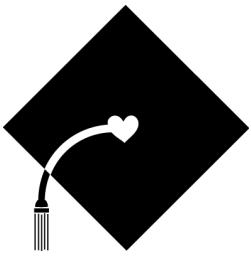
Take Aways, Key Points, and Ideas



Staffing Your Program

Roles and Structures for Staff and Student Leaders

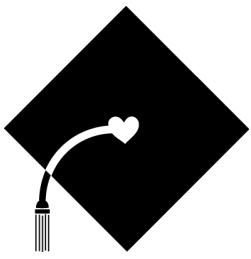
Take Aways and Key Points



Campus-Wide Engagement

Working with other Service Programs, Faculty, and
Special Initiatives

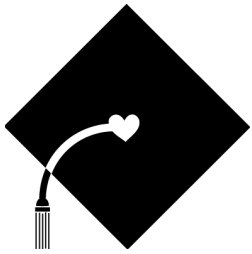
Take Aways and Key Points



Putting It All Together

Reflections and Questions

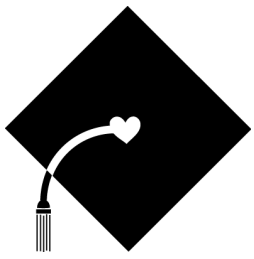
Take a few moments to review your notes from each of the sessions, highlight or make note of areas you want to take action on in the upcoming year. Take time below to make a list of actions that will assist you in developing your Bonner Program.



Putting It All Together

Reflections and Questions

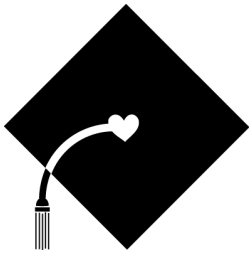
From your list, what goals can you set for this upcoming Academic year?



Bonner AmeriCorps

How to make this work for you and students

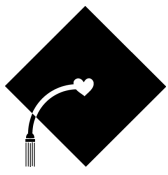
Take Aways and Key Points



Foundation Support

Meetings, visits, Communication, Resources,
and Social Media

Take Aways and Key Points



Walking Directions

from the Bonner Foundation to Mackay Center,
Dining Hall, and Erdman Center

As you exit the Bonner Foundation at 10 Mercer Street from the front, turn left. Walk down Mercer towards Alexander Road, crossing it, until you see a traffic light. Take a left from the stop light onto the quad.

Mackay Dining Hall is to the right of the square parking area. It is marked M on the map below.

Erdman Center is Building I on the map. This is the location where people will stay.

An alternative is to cut through the Foundation's backyard across the grass, then cross Alexander onto the Seminary Quad area. Follow a foundation staff member. Below is a map. We have marked the **Bonner Foundation** there.

