

2014/2015

Office of Strategic Partnerships *Family & Community Relations* Calendar and Program Reminders

To reduce conflicting dates with District Events please refer to this calendar when scheduling meetings and events at your school.

Returning Volunteers will re-activate in the volunteer system in Focus. New Volunteers must complete the registration form and provide a copy of their legal/government issued photo ID (driver's license, FL ID card, passport, military ID). The information is input into the volunteer system in Portal. Please use PCS Form 2-2948 all forms are to be kept at the school in a binder, alpha order in a secure locked cabinet.

August

- **8th Liaison Return to Work – Welcome Back**
 - Set action plan with manager - **Update action plan in WebexOffice**
 - **Set up Staff Orientation Date to review Volunteer Program Processes and Policy**
 - Review School Schedule for Back to School Night(s) – Prepare Volunteer Packets – Start Recruiting
 - Place articles in School Newsletters
 - Start Recruiting Speakers for the Great American Teach-In (GATI)
- **18th School Opens**
 - Recruit volunteers for mentor workshops, post flyers
 - Plan Volunteer & Business Partner Orientation
- **20th Liaison Basic Training I** – Admin E111, 9:00 to 1:00 – Mandatory for New Liaisons, all liaison's welcome **RSVP**

September

- Recruit volunteers and business partnerships
- Continue recruiting GATI Speakers
- Update Data in WebOffice
- **4th Liaison Basic Training II** – Admin E111, 9:00 to 1:00 – Mandatory for New Liaisons, all liaison's welcome - **RSVP**
- **11th All Liaison District Meeting – 9:00 to 1:00 – Mandatory Mtg., Conference Hall, Admin, Largo. 8:30 Breakfast**
 - Make sure volunteers are logging hours in Portal

- TBD - 5 Star Board Presentation @Admin., Conf. Hall
- Reserve a date for a Mentor Workshop at your school

October

- **2nd 5 Star Award & Outstanding School Volunteer Nominations Workshop** – Admin E111, 9:00 to 1:00 **RSVP Required.**
 - Select volunteer(s) for the Outstanding School Volunteer Nomination
 - Continue recruiting GATI Speakers
 - Continue to recruit volunteers and business partners. Post Mentor workshops flyers
 - Remind Volunteers to log hours
 - Place articles in school newsletter
 - Update data in WebOffice

November

- **19th Great American Teach-In**
- **24th – 28th Thanksgiving Break**
 - **Complete Outstanding School Volunteer Nomination Forms (OSV)**
 - Continue to recruit
 - Post Mentor Workshops flyers
 - Place articles in school newsletter, share volunteer stories
 - Volunteers must log hours in Portal
 - Update data in Webexone

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December

- **8th Outstanding School Volunteer Nomination (OSV) Due** to District Office
- **22rd – January 2nd – Winter Break**
 - Thank volunteers and business partners in school newsletter
 - Volunteers are logging hours in Portal
 - Update data in Webexone

January 2015

- **5th Last Day to Enter Hours** in the Volunteer System for First Semester
- **2nd Second Semester Starts**
- **8th Liaison Basic Training I** – Admin, 9:00 to 1:00 – RM E111 **Mandatory for New Liaisons**, all liaison's welcome
- **9th Reports are due – Reports 06 & 95**
- **22th Liaison Basic Training II** – Admin, RM E111, 9:00 to 1:00 – **Mandatory for New Liaisons**, all liaison's welcome
 - Start Recruitment drive for volunteers and business partnerships
 - Start planning volunteer and business partner recognition
 - Place Volunteer articles in school newsletter
 - Post workshops flyers
 - Update Data in Webexone

February

Volunteer Appreciation Month

- **6th District Meeting** – 9:00 to 1:00, Largo Cultural Center, Largo. **Mandatory Attendance. RSVP**
- **TBD Outstanding School Volunteer Board Presentation on Regional Winners**
- **February is Volunteer Recognition Month in Pinellas**
 - Continue recruitment drive for volunteers and business partnerships
 - Continue planning volunteer and business partner recognition

- Place articles in school newsletter, share volunteer stories
- Post workshops flyers
- Volunteers must log hours
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March

30th – April 3rd Spring Break

- Place articles in school newsletter, share volunteer stories
- Volunteers are logging hours

April

Volunteer Recognition Events

- **23th District Outstanding School Volunteer Recognition Event – *By invitation only***
 - Place articles in school newsletter
 - Volunteers are logging hours

May

School Volunteer Recognition Events Continue

- **22nd 2014/2015 – Last Day to Enter Hours in the Volunteer System for Second Semester – Cont. to log volunteer hours**
- **27th End-of-Year Report Due to District Office**
 - Place articles in school newsletter, share volunteer stories
 - Survey Volunteers and Business Partners
 - Clean out files
 - Prepare End-of-Year To Do List
 - Keep logging volunteer hours, update data in Webexone
- **Identify next year's Outstanding School Volunteer Nominees**

June

- 2nd Last Day of School
- Prepare Packets for next school year
- Set Date for Staff Orientation
- **Review program and year-end-data with manager. Develop Goals for next year with your manager**