



AmeriCorps FT & PT Paperwork Calendar

Monthly paperwork requiring physical signature(s) may be turned in at level meetings via your Site Supervisor.

***Requires physical signatures in BLUE ink.**

Fall Semester	Done	Paperwork
September		
Due Oct. 4th	<input type="checkbox"/>	Site Expectations*
	<input type="checkbox"/>	Site Orientation Checklist*
	<input type="checkbox"/>	September Timesheet (<input type="checkbox"/> HOF if applicable*)
	<input type="checkbox"/>	Student Roster (even if 0 to report)
	<input type="checkbox"/>	Student & Teacher Pre-Surveys* (if applicable)
	<input type="checkbox"/>	Mileage* (if applicable)
October		
Due Nov. 5th	<input type="checkbox"/>	October Timesheet (<input type="checkbox"/> HOF if applicable*)
	<input type="checkbox"/>	October Student Roster
	<input type="checkbox"/>	Student & Teacher Pre-Surveys* (if applicable)
	<input type="checkbox"/>	Mileage* (if applicable)
November		
Due Dec. 5th	<input type="checkbox"/>	November Timesheet (<input type="checkbox"/> HOF if applicable*)
	<input type="checkbox"/>	November Student Roster
	<input type="checkbox"/>	Student & Teacher Pre-Survey*(s) (if applicable)
	<input type="checkbox"/>	Mileage* (if applicable)
December		
Due Jan. 7th	<input type="checkbox"/>	December Timesheet (<input type="checkbox"/> HOF if applicable*)
	<input type="checkbox"/>	December Student Roster
	<input type="checkbox"/>	Mileage* (if applicable)
	<input type="checkbox"/>	Schedule mid-term meeting with Jennifer
January		
Due Feb. 5th	<input type="checkbox"/>	January Timesheet (<input type="checkbox"/> HOF if applicable*)
	<input type="checkbox"/>	January Student Roster
	<input type="checkbox"/>	Mileage* (if applicable)
February		
Due Feb. 7th	<input type="checkbox"/>	Mid-Term Evaluation*
Due Mar. 5th	<input type="checkbox"/>	February Timesheet (<input type="checkbox"/> HOF if applicable*)
	<input type="checkbox"/>	February Student Roster
	<input type="checkbox"/>	Mileage* (if applicable)

March		
Due Apr. 4th	<input type="checkbox"/>	March Timesheet (<input type="checkbox"/> HOF if applicable*)
	<input type="checkbox"/>	March Student Roster
	<input type="checkbox"/>	Mileage* (if applicable)
April		
Due May 5th	<input type="checkbox"/>	April Timesheet (<input type="checkbox"/> HOF if applicable*)
	<input type="checkbox"/>	April Student Roster
	<input type="checkbox"/>	Mileage* (if applicable)
May		
Due May 2nd	<input type="checkbox"/>	Service-Learning Project Log and Report Form
Due May 31st	<input type="checkbox"/>	End of Term Performance Evaluation*
Due As requested	<input type="checkbox"/>	Site Supervisor Feedback
Due June 5th	<input type="checkbox"/>	May Timesheet (<input type="checkbox"/> HOF if applicable*)
	<input type="checkbox"/>	May Student Roster
	<input type="checkbox"/>	Student & Teacher Post Surveys*
	<input type="checkbox"/>	Mileage* (if applicable)
June		
Due July 5th	<input type="checkbox"/>	June Timesheet (<input type="checkbox"/> HOF if applicable*)
	<input type="checkbox"/>	June Student Roster
	<input type="checkbox"/>	Mileage* (if applicable)
July		
Due July 31st	<input type="checkbox"/>	July Timesheet (<input type="checkbox"/> HOF if applicable*)
	<input type="checkbox"/>	Volunteer Recruitment Sign-In Sheet*
	<input type="checkbox"/>	Program Evaluation (Will be sent w/ email to set up exit session)

Before you can be exited from the program and receive your education award, all paperwork must be correctly submitted to the AmeriCorps Staff.