



## AmeriCorps Promise Fellow Member Training Calendar and Important Due Dates 2018 – 2019



### Promise Fellow Kickoff!

Topic: AmeriCorps Promise Fellow (PF) Welcome to Service!

All Members will attending the Promise Fellow Kickoff! on their first day of service. Learn **Establish** in Establish Maintain Restore

- **October Support Circle (optional) 10/19:** Reflection Circle is offered the second Friday of every month from 9am – 12noon (Alliance Office)

Corps	Date	Time	Location
9/1 Start	Tue., Sept 4 <sup>th</sup>	9:30 am– 4:00pm	TIES 1644 Larpenteur Avenue West St.Paul, 55108
9/16 Start	Mon., Sept 17 <sup>th</sup>	9:30 am– 4:00pm	Alliance Training Room
10/1 Start	Mon., Oct 1 <sup>st</sup>	9:30 am– 4:00pm	Alliance Training Room
10/16 Start	Tue., Oct 16 <sup>th</sup>	9:30 am– 4:00pm	Alliance Training Room
11/1 Start	Thur., Nov 1 <sup>st</sup>	9:30 am– 4:00pm	Alliance Training Room

### Small Corps Meeting #1

Topic: Data Orientation & **Maintain** in Establish Maintain Restore

For 9/1 and 9/16 Starts

Corps	Date	Time	Location
<b>September 1<sup>st</sup> and 16<sup>th</sup> Start Date</b>			
Monarch	Tue., Sept 25 <sup>th</sup>	9:00am – 4:00pm	Alliance
Osprey	Wed., Sept 26 <sup>th</sup>	9:00am – 4:00pm	Alliance
Minnehaha	Tue., Oct 2 <sup>nd</sup>	9:00am – 4:00pm	Alliance
Pine	Fri., Sept 28 <sup>th</sup>	10:00am – 5:00pm	Northland Arboretum
Birch	Wed., Oct 3 <sup>rd</sup>	9:00am – 4:00pm	Alliance
Pipestone	Fri., Oct 5 <sup>th</sup>	10:00am – 5:00pm	Northfield HCI
<b>October 1<sup>st</sup> – November 1<sup>st</sup> Start Dates</b>			
10/1 & 10/16 Start	Thur., Oct 25 <sup>th</sup>	9:00am – 4:00pm	Alliance
11/1 Start	Thur., Nov 29 <sup>th</sup>	9:00am – 4:00pm	Alliance

### Using Your Ed Award Webinar: Thur, Nov 8<sup>th</sup>

This is an optional webinar about using your education award.

### Data Tracking Baseline Benchmark (Due Dates Below)

Promise Fellows need at least 10 student profiles with complete Attendance baseline, SEI Engagement baseline, Work Completion baseline, and Intervention data for all Focus List Youth being served. Please be in contact with your trainer if you are serving less than 10 youth.

Promise Fellow Start Date	Due Date
9/1 & 9/16 Start	Fri., Oct 19 <sup>th</sup>
10/1 & 10/16 Start	Fri., Nov 16 <sup>th</sup>
11/1 Start	Fri., Dec 21 <sup>st</sup>

### Site Visit #1 (November– December)

A Host Site visit will be conducted in the fall with the PF(s) and Site Supervisor to support sites during the start of the service term.

- **November Support Circle (optional) 11/9 9am – 12noon**  
**(Alliance Office)**

### Timesheet Review (November-December)

Alliance staff will be reviewing timesheets and following up with members and supervisors.



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### November Institute

Topic:

The November Institute will include a variety of workshops including trauma informed ACES training and workshops on intervention strategies based on the Establish-Maintain-Restore framework to support developing and maintaining effective relationships with students.

Corps	Date	Time	Location
ALL PFs	Wed., Nov 14 <sup>th</sup>	9:30am – 4:00pm	TIES 1644 Larpenteur
ALL PFs	Thur., Nov 15 <sup>th</sup>	9:00am – 4:00pm	Avenue West St.Paul, 55108

### Data Tracking Benchmark #1

Promise Fellows need complete student profiles and baseline data with up to date Quarter 1 Attendance, Quarter 1 Work Completion, and Intervention data for all *Focus List Youth being served*. Please be in contact with your trainer if you are serving less than 15 youth.

*\*Promise Fellows with November start dates will start with Benchmark #2*

Academic Schedules	Due Date
Quarterly Schedules	Fri., Nov 30 <sup>th</sup>
Trimester Schedules	Fri., Dec. 21 <sup>st</sup>

### 5 Comparison Students Built

Promise Fellows need to build 5 comparison students that do not qualify to be served. These students should have an attendance rate between 90 - 92% or and SEI score between 101 - 110

Academic Schedules	Due Date
Quarterly Schedules	Fri., Nov 30 <sup>th</sup>
Trimester Schedules	Fri., Dec. 21 <sup>st</sup>

### NeuroAcademy: TBD

This is an optional training led by coaches from Be Above the Line on the topic of brain science. You will need to register following instructions from your Trainer. Location TBD.

- **December Support Circle (optional) 12/14 9am – 12noon (Alliance Office)**

### Small Corps Meeting #2

Topic: Establish **Maintain** Restore & Data Feedback

Corps	Date	Time	Location
Osprey	Tues., Dec 4 <sup>th</sup>	9:00am – 4:00pm	Alliance
Minnehaha	Wed., Dec 5 <sup>th</sup>	9:00am – 4:00pm	Alliance
Monarch	Thur., Dec 6 <sup>th</sup>	9:00am – 4:00pm	Alliance
Pine	Fri., Dec 7 <sup>th</sup>	10:00am – 5:00 pm	Northland Arboretum
Birch	Wed., Dec 12 <sup>th</sup>	9:00am – 4:00pm	Alliance
Pipestone	Fri., Dec 14 <sup>th</sup>	10:00am – 5:00 pm	Northfield HCI

- **January Support Circle (optional) 1/11 9am – 12noon (Alliance Office)**

### Small Corps Meeting #3

Topic: Establish **Maintain** **Restore** & Best Practice Sharing

Corps	Date	Time	Location
Osprey	Tues., Jan. 22 <sup>rd</sup>	9:00 am – 4:00 pm	Alliance
Minnehaha	Wed., Jan 23 <sup>rd</sup>	9:00 am – 4:00 pm	Alliance
Monarch	Thur., Jan 24 <sup>th</sup>	9:00 am – 4:00 pm	Alliance
Pine	Fri., Jan 25 <sup>th</sup>	10:00am – 5:00 pm	Northland Arboretum
Birch	Wed., Jan 30 <sup>th</sup>	9:00 am – 4:00 pm	Alliance
Pipestone	Thur., Jan 31 <sup>st</sup>	10:00am – 5:00 pm	Northfield HCI



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### Mid-Year Evaluation Due: Fri., Feb 8<sup>th</sup>

Promise Fellow and Supervisor provide feedback on performance, accomplishments, and growth. Additionally, this evaluation will track on needed requirements for the program.

- **February Support Circle (optional) 2/8 9am – 12noon**

### Data Tracking Benchmark #2

Promise Fellows need complete student profiles and baseline data with up to date Quarter 2 Attendance, Quarter 2 Work Completion, and Intervention data for all *Focus List Youth being served*. Please be in contact with your trainer if you are serving less than 30 youth.

Academic Schedules	Due Date
Quarterly Schedules	Fri., Feb. 15 <sup>th</sup>
Trimester Schedules	Fri., Mar. 29 <sup>th</sup>

### Small Corps Meeting #4

Topic: Sustainability & Summer Planning

Corps	Date	Time	Location
Osprey	Tues., March 5 <sup>th</sup>	9:00am – 4:00pm	Alliance
Minnehaha	Wed. March 6 <sup>th</sup>	9:00am – 4:00pm	Alliance
Monarch	Thur., March 7 <sup>th</sup>	9:00am – 4:00pm	Alliance
Pine	Fri., March 8 <sup>th</sup>	10:00am – 5:00 pm	Northland Arboretum
Birch	Wed., March 13 <sup>th</sup>	9:00am – 4:00pm	Alliance
Pipestone	Fri., March 15 <sup>th</sup>	10:00am – 5:00 pm	Northfield HCI

- **March Support Circle (optional) 3/8 9am – 12noon**

**Promise Fellow Week! : March 4<sup>th</sup> – 8<sup>th</sup>**

### Data Tracking Benchmark #3

Promise Fellows need complete student profiles and baseline data with up to date Quarter 3 Attendance, Quarter 3 Work Completion, and Intervention data for all *Focus List Youth being served*. Please be in contact with your trainer if you are serving less than 30 youth.

Academic Schedules	Due Date
Quarterly Schedules	Fri., Mar. 29 <sup>th</sup>
Trimester Schedules	Fri., Jun 14 <sup>th</sup>

### Last Day to Add Students: March 4<sup>th</sup>

In order to serve students 90 days, Promise Fellows need to add all of their students by this day. Please do not add any students after this deadline. Be in contact with your trainer if you have questions

- **April Support Circle (optional) 4/12 9am – 12noon**

### PF April Regional Retreat

Topic:

The April Regional Retreat will include opportunities for personal and professional development focused on Life After AmeriCorps as well as resources and updates around operations, compliance, evaluation, and recruitment.

Corps	Date	Time	Location
Pine	Wed., April 24 <sup>th</sup>	10am – 5pm	Northland Arboretum
Monarch, Birch and Granite	Thur., April 25 <sup>th</sup>	9am – 4pm	Amherst H. Wilder Foundation
Osprey, Pipestone, Minnehaha	Fri., April 26 <sup>th</sup>	9am – 4pm	Amherst H. Wilder Foundation



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### Spring PF Call Check-In (May - June)

A Host Site call will be conducted in the spring with each PF to support members during the end of the service term.

- **May Support Circle (optional) 5/10 9am – 12noon**

### Small Corps Meeting #5

Topic: Service Term Closure

Corps	Date	Time	Location
Osprey	Tues., June 11 <sup>th</sup>	9:00 am – 4:00 pm	Alliance
Minnehaha	Wed., June 12 <sup>th</sup>	9:00 am – 4:00 pm	Alliance
Monarch	Thur., June 13 <sup>th</sup>	9:00 am – 4:00 pm	Alliance
Pine	Fri., June 14 <sup>th</sup>	10:00am – 5:00 pm	Northland Arboretum
Birch	Wed., June 19 <sup>th</sup>	9:00 am – 4:00 pm	Alliance
Pipestone	Fri., June 21 <sup>st</sup>	10:00am – 5:00 pm	Northfield HCI

- **June Support Circle (optional) 6/14 9am – 12noon**

### Data Tracking Benchmark #4 (Daily ABC's/Interventions): Jun. 14<sup>th</sup>

Promise Fellows need complete student profiles and baseline data with up to date Quarter Attendance, Quarter 4 Work Completion, final SEI Engagement score, and Intervention data for all Focus List Youth being served. All Focus List youth need an end date for the last day of the academic year. Any youth not being served over the summer needs to be marked inactive.

Academic Schedules	Due Date
Quarterly Schedules	Fri., Jun. 14 <sup>th</sup>

- **July Support Circle (optional) 7/12 9am – 12noon**

### End of Year Evaluation (sent 4 weeks prior to end date, due 2 weeks prior)

Promise Fellow and Supervisor provide final feedback on performance, accomplishments, and growth. This evaluation will be sent out 4 weeks prior to Promise Fellow exit date, it is due two weeks before the last day of service.

### End of Service Retreat:

- **North Regional:** Tues., July 9<sup>th</sup> Location TBD
- **Metro/South:** Thur., July 11<sup>th</sup> Location TBD