



## AmeriCorps Promise Fellow Supervisor Training Calendar & Important Dates

### August PF Supervisor Orientation

Supervisors	Date	Time	Location
Metro - New	Thur., Aug 16 <sup>th</sup>	8:30am - 12:30pm	Alliance
Metro - Returning	Thur., Aug 16 <sup>th</sup>	1:30pm - 4:30pm	Alliance
Southern (Returning Supervisors arrive at 11:30am)	Tue., Aug 21 <sup>st</sup>	10:00am - 2:30pm	Northfield HCI
Metro- Returning	Tues., Aug 28 <sup>th</sup>	8:30am - 11:30am	Alliance
Metro - New	Tues., Aug 28 <sup>th</sup>	12:30pm - 4:30pm	Alliance
Northern ((Returning Supervisors arrive at 11:30am)	Wed., Aug 29 <sup>th</sup>	10:00-1:30PM	Grand Rapids YMCA

### October PF Supervisor Training (Best Practice Sharing, Compliance & Data Support)

	Date	Time	Location
Metro	Tues., Oct 23 <sup>rd</sup>	9:00-12:00PM	Alliance
Metro	Tues., Oct 23 <sup>rd</sup>	1:00-4:00PM	Alliance
Regional North	Fri., Oct 26 <sup>th</sup>	10:00-1:30PM	TBD
Regional South	Fri., Oct 26 <sup>th</sup>	10:00 - 1:30pm	TBD

### 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.

### Timesheet Review (November-December)

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

### 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.

### Mid-Year PF Supervisor Training (Best Practice Sharing, Compliance & Data Support & Summer Planning)

Supervisors	Date	Time	Location
Metro	Tues., Feb 5 <sup>th</sup>	9:00-12:00PM	Alliance
Metro	Tues., Feb 5 <sup>th</sup>	1:00-4:00PM	Alliance
Regional North	Wed., Feb 6 <sup>th</sup>	10:30-2:00PM	TBD
Regional South	Thurs., Feb 7 <sup>th</sup>	10:30-2:00PM	TBD

### 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.



## AmeriCorps Promise Fellow Data Tracking Benchmarks and Timeline

**Baseline Benchmark:** Promise Fellows need complete student profiles with Attendance baseline, SEI Engagement baseline, Work Completion baseline, and Intervention data **3 weeks after Small Corps #1.**

Please be in contact with your trainer if you are serving less than 10 youth.

### Quarter Academic Calendar Sites

#### Benchmark #1 → Nov. 30<sup>th</sup>

Promise Fellows need complete baseline, Quarter 1 Attendance data, Quarter 1 Work Completions, 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.

#### Benchmark #2 → Feb. 15<sup>th</sup>

Promise Fellows need complete baseline, Quarter 2 Attendance data, Quarter 2 Work Completions, 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.

#### Benchmark #3 → Mar. 29<sup>th</sup>

Promise Fellows need complete baseline, Quarter 3 Attendance data, Quarter 3 Work Completions, 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.

#### Benchmark #4 → June 14<sup>th</sup>

Promise Fellows need complete baseline, Quarter 4 Attendance data, Quarter 4 Work Completions, final SEI Engagement survey, 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.

### Community Based Sites & Trimester Academic Calendar Sites

#### Benchmark #1 → Dec. 21<sup>st</sup>

Promise Fellows need complete baseline, Trimester 1 Attendance data, Trimester 1 Work Completions, 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.

#### Benchmark #2 → Mar. 29<sup>th</sup>

Promise Fellows need complete baseline, Trimester 2 Attendance data, Trimester 2 Work Completions, 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.

#### Benchmark #3 → June 14<sup>th</sup>

Promise Fellows need complete baseline, Trimester 3 Attendance data, Trimester 3 Work Completions, 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.