

COMMUNITY RELATIONS DEPARTMENT TIMELINE

TO DO THROUGHOUT THE YEAR:

- ? Make sure there are always **CP Packets** in the Library and that they are up to date with the correct dates on them for the correct semester.
- ? Always update the **Database**—information will continue to come in all year round and needs to be entered into the database so that it is ready to be printed when it is time for the Red Book (all position listing) to go out.
- ? Continue to file **One Shoot Deals** in the database... Print out all new ones to keep in the One Shoot Deal folder (which will be created shortly) or work with someone (Events Coordinator) from njserver.org to make sure the events are listed online
- ? Continue to **file** information in the CP's Folder as it comes in---i.e. course request forms, updated packets, evaluations, reviews, site visits, etc.
- ? Conduct bi-monthly **Staff meetings** to stay up to date and on top of things.
- ? **Monthly reports** should be handed in to the Coordinator by the 5th of the month and should be compiled by the coordinator by the 10th of the month and handed in to the Associate Director.
- ? **Quality Control**: Your department should field all Community Partner questions and you should help all students who have problems with their sites too.
- ? Check the Phone **Messages** when you come in the office every day
- ? File all faxes and mailings in the **Grey Book**.
- ? Hours should be recorded everyday!!!! And should be signed every WEDNESDAY!

TIMELINE:

- ✍ **Please refer to the appropriate sections for detailed instructions for completion of specific tasks and/or events.**

JULY / AUGUST:

- ? Updated information will be returning from Community Partners regarding changes in positions and contact information.
- ? Compile the **evaluations** from the CP Conference.
- ? All new and updated information should be filed in the folder "**To be entered**" folder (see Entering Information Sheet).
- ? Create **Placement Packets** (see Placement Packets Sheet).
- ? Prepare for Student Orientation---our job is the **CP FAIR** (see CP Fair).
- ? Clean up the office and organize files so that everything is in order for the Fall semester.

SEPTEMBER:

- ? Deliver Placement Packets a week before classes start.
- ? Attend Student Orientation.
- ? Administer and conduct CP Fair.
- ? Assist with Student Orientation Make Up Sessions.

- ? Help wayward students find placements.
- ? Implement new system for recording where students are placed.
- ? Continue to update database.
- ? Update CP application to reflect Spring semester dates.
- ? Conduct initial Staff Evaluations/Assessment.

OCTOBER:

- ? Compile CP Fair evaluations.
- ? Send Thank You letters for CP Fair (see CP FAIR).
- ? Make sure there are always CP Packets in the Library.
- ? Conduct Site Visits (see Site Visits).

NOVEMBER:

- ? Conduct Advisory Board meeting to evaluate Community Partner agencies' satisfaction with the department and the program.
- ? Continue to update database and prepare to print a Spring Red Book.
- ? Conduct more site visits.
- ? Print Red Book.
- ? Send out Course Request form for the Spring semester and CP Fair.

DECEMBER:

- ? Create Spring Placement Packets.
- ? Call all Community Partners that will be possible placement sites to confirm positions availability and contact information.
- ? Sort Course Request Forms.
- ? Compile CP evaluations from Fall semester and file.
- ? Prepare for CP Fair and Student Orientation.

JANUARY:

- ? Continue compiling Placement Packets and CP Fair information.
- ? Deliver Placement Packets the week before classes start.
- ? Attend Senior Staff Training.
- ? Attend Student Orientation .
- ? Run CP Fair.
- ? Help with Make-up Sessions.
- ? Thank you letters for CP Fair and orientation participants.
- ? Mid-year Staff Evaluations.

FEBRUARY:

- ? Hold Advisory Board meeting to discuss and plan for the CP conference.
- ? Conduct Site Visits.
- ? Start work on CP Conference (Invitation).

MARCH:

- ? Thank you notes for Advisory Board attendees.
- ? Continue planning for the CP Conference.
- ? Send out Invitation to CP Conference.
- ? Request Speakers for Conference.

APRIL:

- ? Continue Planning for CP Conference (please keep referring to CP Conference section).
- ? Conduct Site Visits.
- ? Print out Red Book for Fall semester.
- ? Attend Faculty Orientation (may be in May).
- ? Conduct file Staff evaluations before the end of the semester.

MAY / JUNE:

- ? Compile CP Evaluations.
- ? Compile Course Descriptions.
- ? Update all information for Fall Semester Dates.
- ? Continue planning for CP Conference.
- ? Conduct CP Conference.
- ? Compile Evaluations from Conference.

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