

Calendar	Due Dates	Item	Notes
Week 1	Monday, June 05	Summer Term Begins	Term 6/5 - 8/11
	Thursday, June 08	Financial Forms	Mail to NPO
		Transcripts	Verify participants arranged for OFFICIAL transcript to be sent directly from their college/university to NPO.
		Handbook Forms	Due to the PII, these should be faxed to NPO with the originals kept at the node under lock & key, OR originals mailed to NPO.
		Myers Briggs & 4D Color Types	Email to Tiffani
		Orientation Completed	
		Info Sheet	LFT to Georgina
		Entrance PGA	Google Form
		DEVELOPedia Participant Page	DEVELOPedia
	Friday, June 09	Orientation photos with descriptions for social media	Email to Comm Team Gmail
		Quadchart: Week 1	in Google Folder
Week 2	Thursday, June 15	Invoice/Report #1	Fax/LFT to NPO
	Friday, June 16	Invoice/Report #1	Mail to NPO
		"Day in the Life" photos with descriptions for social media	Email to Comm Team Gmail
		Summer Gear Order	Order through Online Store
		Quadchart: Week 2	in Google Folder
Week 3	Thursday, June 22	Project Summary RD	Email to PC Team Gmail
	Friday, June 23	Reminders for missing Fall 2015 Post-Project Partner Forms	List of non-responses sent to CL's by 6/19 for follow-up
		Quadchart: Week 3	in Google Folder
Week 4	Monday, June 26 - Friday, June 30	Code Meeting (if applicable)	Google Hangout with Geo Team
	Wednesday, June 28	CL & Fellow Applications Due	Email to Lauren and Karen
	Thursday, June 29	Tech Paper RD	Email to PC Team Gmail
		Invoice/Report #2	Fax/LFT to NPO
	Friday, June 30	Fall 2017 Application Window Closes	5/22/2017 - 6/30/2017
		NPO Returns Fall Proposal Edits	
		Invoice/Report #2	Mail to NPO
		Sign Up for Project Video Team Check-In's	Sign up via Google Sheet
Week 5	Monday, July 03 - Friday, July 7	Midterm Reviews	CL's conduct at nodes
	Monday, July 03 - Tuesday, July 11	Fall Application Review & Interview Selection	
	Tuesday, July 04	Holiday: Independence Day -- NPO Office Closed	
	Wednesday, July 05 - Friday, July 21	CL & Fellow Applicant Interviews	
	Thursday, July 06	Poster RD	Email to PC Team Gmail
		Presentation RD	Email to PC Team Gmail
		Project Video Outline	Email to Comm Team Gmail
		Software Release Forms (if applicable)	Email to Geo Team Gmail
	Friday, July 07	Quadchart: Week 5	in Google Folder
Week 6	Monday, July 10 - Friday, July 14	Project Video Team Check-Ins	Team Google Hangout with Comm Team
	Tuesday, July 11	CL's Submit Preliminary Interview List	
	Wednesday, July 12	NPO Shares Combined Interview List & Shares	

	Thursday, July 13	CL's Submit Updated Interview List (if making changes)	
		Project Summary FD	Email to PC Team Gmail
		Study Area Shapefiles	Email to PC Team Gmail
		Website/Booklet Image	Email to PC Team Gmail
		Invoice/Report #3	Fax/LFT to NPO
	Friday, July 14	Fall Proposal Revised FD	Ematil to Lauren and PC Team Gmail
		NPO Shares Final Interview List	
		Fall 2017 Letters of Recommendation Due	
		Invoice/Report #3	Mail to NPO
		Quadchart: Week 6	in Google Folder
Week 7	Monday, July 17	Nodes Begin Scheduling Interviews	
	Monday, July 17 - Friday, July 21	Notifications to Fall Applicants Not Receiving Interview	
	Tuesday, July 18 - Friday, July 28	CL's conduct Fall applicant Interviews	
	Thursday, July 20	HQ Poster FD	Email to PC Team Gmail
		HQ Presentation FD (if applicable)	Email to PC Team Gmail
	Friday, July 21	CL's approve closeout blurb for social media	Email to Comm Team Gmail
		VPS Judge Nominations	Email to Comm Team Gmail
		Quadchart: Week 7	in Google Folder
Week 8	Tuesday, July 25	Project Video & Transcript	
		Draft Code (if applicable)	
	Wednesday, July 26	Notifications to accepted CL & Fellows	
	Thursday, July 27	Invoice/Report #4	Fax/LFT to NPO
	Friday, July 28	Summer Newsletter Content	Email to Comm Team Gmail
		Invoice/Report #4	Mail to NPO
		Quadchart: Week 8	in Google Folder
Week 9	Monday, July 31 - Friday, August 11	End of Term Reviews	CL's conduct at nodes
	Tuesday, August 01	Deadline for Accepted CL & Fellow Selectees to Accept Position	
	Wednesday, August 02	Final Fall Applicant Selections to Karen & Lauren	Email to Lauren and Karen
	Wednesday, August 02 - Tuesday, August 08	NPO Reviews & Evaluates Fall Applicants	
	Thursday, August 03	Poster FD	Email to PC Team Gmail
		Presentation FD	Email to PC Team Gmail
		DEVELOPedia Project Page	DEVELOPedia
	Friday, August 04	AESAS 2017	
		Quadchart: Week 9	in Google Folder
Week 10	Tuesday, August 08	Exit PGA	Google Form
	Wednesday, August 09	NPO Confirms Final Selection List w/CL's	
	Thursday, August 10	Tech Paper FD	Email to PC Team Gmail
		Technical Image	Email to PC Team Gmail
		Invoice/Report #5	Fax/LFT to NPO
	Friday, August 11	Invoice/Report #5	Mail to NPO
		Summer Term Ends	Term 6/5 - 8/11
		Optional Deliverables	Email to PC Team Gmail
		Exit Survey	Google Form
		Code with README (if applicable)	Email to Geo Team Gmail
		Closeout photos and descriptions for social media	Email to Comm Team Gmail
		Summer VPS Launch	tentative
		Quadchart: Week 10	in Google Folder

		Summer Term Ends	Term 6/5 - 8/11
Summer Interim	Monday, August 14	Fall Applicant Notifications Begin	
	Friday, August 18	Deadline for Accepted Fall Applicants to Accept Position	
		HQ Review & Approval of Fall Proposals	
		DEVELOP Ambassador nominations	Email to Comm Team Gmail
	Rolling Basis	Notifications to Alternates	
	Rolling Basis	Deadline for Alternates to Accept Position	
	Tuesday, August 22	Send out Fall Pre-Project Partner Forms	
	Thursday, August 24	Invoice/Report #6	Fax/LFT to NPO
	Friday, August 25	Invoice/Report #6	Mail to NPO
		Spring 2017 PSI Part II	
		Summer 2017 PSI Part I	
	Monday, August 28	Spring 2018 Application Window Opens	8/28/2017 - 10/6/2017
	Friday, September 01	2017 Tracking Metrics - Summer	
	Thursday, September 07	Invoice/Report #7	Fax/LFT to NPO
	Friday, September 08	Invoice/Report #7	Mail to NPO
		Send out Summer Post-Project Partner Forms	
	Monday, September 11	Fall Term Begins	9/11/17 - 11/17/17

Key
Financial/HR
Deliverables
Proposals
Applications/Selections
Calendar
Misc