**December**

Returning Youth (RY) recruitment send out invites to past Summer at City Hall class to apply for RY before Winter break and after

**January**

Schedule and start meeting monthly with all partners.

 City of Sacramento, Neighborhood Services Department (NSD)

 Sacramento City Unified School District

Natomas Unified School District

 Twin Rivers Unified School District

Recruitment

 Update recruitment materials

 SCUSD Summer of Service Website – Application dates and deadlines

Application posted on SCUSD website needs to be updated to the LaunchPath application

Flyer

School District representatives send flyer and program details out to principals

Returning Youth

 Schedule interviews with students that applied

 Hire 6 RY – all from different schools and neighborhoods

 Begin meeting with RY on a bi-weekly basis, their first task is to plan orientation

**February**

 Meet bi-weekly with RY’s

 Meet monthly with all partners

Plan recruitment visits to high schools, resume/cover letter and application workshops in partnership with the school districts

Work with SCUSD to recruit teachers

Work with Sacramento State to recruit students for assistant teachers

Complete guest speakers list, and send invites for days

Set the field trip days and locations

 Work with City staff at Corp Yard to plan and schedule speakers

 Work with the Crocker to set curriculum and activities for visit

 Work with City Parks & Rec Department to identify a location for community service

**March**

Meet bi-weekly with RY’s

 Meet monthly with all partners

Plan recruitment visits to high schools, resume/cover letter and application workshops in partnership with the school districts

Visit school sites from workshops, often workshops are coordinated with RY’s

Continue recruitment of teachers and assistants

Continue to send invites and confirm guest speakers

 Continue field trip planning

Work with City staff at Corp Yard to plan and schedule speakers

Work with the Crocker to set curriculum and activities for visit

Work with City Parks & Rec Department to identify a location for community service

**April**

Meet bi-weekly with RY’s

 Meet monthly with all partners

Plan recruitment visits to high schools, resume/cover letter and application workshops in partnership with the school districts

Interview for teachers and assistants

Continue to send invites and confirm guest speakers

Continue field trip planning

Work with City staff at Corp Yard to plan and schedule speakers

Work with the Crocker to set curriculum and activities for visit

Work with City Parks & Rec Department to identify a location for community service

**May**

Meet bi-weekly with RY’s

 Meet monthly with all partners

Plan recruitment visits to high schools, resume/cover letter and application workshops in partnership with the school districts

On-board teachers and assistants by hosting 3-5 curriculum review and planning meetings before program starts in June

Complete to send invites and confirm guest speakers

Complete field trip details and planning

**June**

Complete orientation planning

 Have student complete evaluation on orientation day

 Begin meeting weekly with all partners, Wednesdays at 12:30 PM to 2:00 PM

Oversee program daily by supporting NSD staff with breakfast/sign-in, visit with teachers to ensure they have all needed materials, and take notes on curriculum implementation looking for ways to improve

Attend some supervisor visits with teachers

Ensure that teachers have enough internship evaluations to complete with the supervisors

**July**

 Begin and complete the planning of graduation with RY

 Continue to meet weekly with all partners

Oversee program daily by supporting NSD staff with breakfast/sign-in, visit with teachers to ensure they have all needed materials, and take notes on curriculum implementation looking for ways to improve

**August**

 Continue to meet weekly with all partners

Oversee program daily by supporting NSD staff with breakfast/sign-in, visit with teachers to ensure they have all needed materials, and take notes on curriculum implementation looking for ways to improve

 Day before graduation have students complete the post evaluation

 Collect the evaluations that the teachers completed with the supervisors

Schedule a S@CH debrief after graduation to collect thoughts, positives, and improvements for next year

**September**

Thank you letters for program partners and staff