



# Bonner Program

## Program Management Responsibilities

<p><b>Administrative/Financial</b></p> <ul style="list-style-type: none"> <li>• Submit registrar's list at beginning of each semester/quarter &amp; summer (BSP)</li> <li>• Submit reimbursement report at end of each semester &amp; summer</li> <li>• Submit community fund report at end of each semester &amp; summer</li> <li>• Submit annual fund report narrative</li> <li>• Endowed campuses submit enrichment grant proposals annually</li> </ul>	<p><b>Campus-wide and Other:</b></p> <ul style="list-style-type: none"> <li>• Maintain year-long relationships with Admissions and Financial Aid for recruiting and replacing Bonners</li> <li>• Conduct a Bonner recruitment process according to specific guidelines and finalize selection of new class (spring)</li> <li>• Maintain a replacement process for Bonner Scholars/Leaders</li> <li>• Continue to grow a campus-wide culture and center, built around collaboration on campus</li> </ul>
<p><b>Community Partnerships and Managing Service</b></p> <ul style="list-style-type: none"> <li>• Cultivate committed partners with placements at multiple levels that are focused on capacity building</li> <li>• Develop meaningful, developmental service opportunities</li> <li>• Ensure students complete Community Learning Agreements at beginning of each semester &amp; summer</li> <li>• Ensure students complete hour log submissions in BWBRS</li> <li>• Ensure students complete service accomplishments at end of each semester &amp; summer</li> <li>• Conduct end-semester student &amp; site evaluations</li> <li>• Update service opportunities &amp; agencies in BWBRS each semester</li> <li>• Organize a First-Year Service Trip</li> <li>• Have a process for Summer Service placements</li> </ul>	<p><b>Student Development/Training, Enrichment and Reflection</b></p> <ul style="list-style-type: none"> <li>• Provide students with developmental training &amp; enrichment opportunities weekly or every other week</li> <li>• Provide Orientation for new Bonners (fall/spring)</li> <li>• Consider including an All Bonner Retreat annually</li> <li>• Design and implement the Cornerstone Activities (First Year Trip, 2<sup>nd</sup> Year Exchange, Junior Leadership and Senior Capstones)</li> <li>• Do advising meetings with students at least once per semester</li> <li>• Provide advanced leadership/conference opportunities for students (Impact Conference, SLI, &amp; others)</li> <li>• Have a student leadership team, Congress Representatives, and Senior Intern</li> <li>• Build in opportunities for reflection throughout Bonner Program</li> </ul>
<p><b>Participation in Bonner-Sponsored Activities</b></p> <ul style="list-style-type: none"> <li>• Director/Coordinator participate in Fall Meeting (November)</li> <li>• Congress Representatives participate in Fall Meeting (October)</li> <li>• Senior Interns participate in annual meetings (Fall/Summer)</li> <li>• Participate (staff and students) in Summer Leadership Institute (June)</li> <li>• Participate in ongoing surveys, communication, and special projects with the Foundation</li> </ul>	



# Bonner Sample Calendar

## Developmental Model Training Sequence

Below is an illustration of how a Bonner Program can intentionally support student skill and knowledge development, implementing the **Student Development Model**. The Sample Calendar is based on a four-year program that integrates cohort or class Meetings. The Bonner Student Development model includes a set of Common Commitments, skills, and knowledge. The sample calendar sequences trainings from the Civic Engagement Curriculum (downloadable at <http://bonner.pbworks.com>).

A campus may choose to implement this sequence or adjust it, especially to reflect collaboration. Or, a campus may engage in an individualized planning process, using **The Roadmap Planning Tool (download on the wiki)**. Regardless, each Bonner Program should have an intentional student development strategy, which integrates a sequence of trainings, education, and reflection - ideally **weekly**. This rests on a **minimum of two meetings** per month (every other week is recommended) for students in each class.

	Year 1	Year 2	Year 3	Year 4
Areas of knowledge & commitments to emphasize for the year	<ul style="list-style-type: none"> <li>Knowledge of self and ability to reflect</li> <li>Knowledge of community</li> <li>Exploration of diversity</li> <li>Community building</li> <li>Introduction to civic engagement</li> </ul>	<ul style="list-style-type: none"> <li>Analysis of diversity</li> <li>Knowledge of poverty</li> <li>Understanding of place and ability to think critically around community</li> <li>Introduction to forms of civic engagement</li> </ul>	<ul style="list-style-type: none"> <li>Multiple forms of civic engagement</li> <li>International perspective</li> <li>Critical thinking &amp; systems analysis (understanding root causes)</li> <li>Leadership skills and application through practice</li> </ul>	<ul style="list-style-type: none"> <li>Exploration of social justice</li> <li>Vocation and career exploration/preparation</li> <li>Spiritual exploration</li> <li>Connection to academic study (capstone/thesis)</li> </ul>
Skills distribution	<ul style="list-style-type: none"> <li>Active listening</li> <li>Communication</li> <li>Goal setting</li> <li>Organization</li> <li>Reflection</li> <li>Time management</li> <li>Understanding of place and community assets</li> </ul>	<ul style="list-style-type: none"> <li>Balance &amp; boundaries</li> <li>Budgeting</li> <li>Conflict resolution</li> <li>Facilitation</li> <li>Project planning</li> <li>Teamwork</li> <li>Understanding an issue (choose focus)</li> </ul>	<ul style="list-style-type: none"> <li>Delegation</li> <li>Project management</li> <li>Volunteer management</li> <li>Event planning</li> <li>Fundraising &amp; grant writing</li> <li>Planning &amp; running a meeting</li> <li>Understanding root causes and systemic solutions</li> </ul>	<ul style="list-style-type: none"> <li>Decision making</li> <li>Evaluation and program assessment</li> <li>Marketing &amp; public relations</li> <li>Career Networking</li> <li>Public education and advocacy (i.e., town meeting)</li> <li>Public speaking</li> </ul>
Types of roles and placements	<ul style="list-style-type: none"> <li><b>Exploration:</b> learning about issues; learning about the community; discovering one's passions and talents</li> <li>Settling into primary site and position</li> </ul>	<ul style="list-style-type: none"> <li><b>Experience:</b> commitment to an issue, agency/site, and place</li> <li>Expanded position and responsibility, such as coordination, organization, and planning</li> </ul>	<ul style="list-style-type: none"> <li><b>Example:</b> Project coordinator or leader role; managing of project or volunteers</li> <li>Expanded leadership roles in the Bonner Program or at sites</li> <li>Capacity building service positions</li> </ul>	<ul style="list-style-type: none"> <li><b>Expertise:</b> Planning team or specialist; project or site leadership</li> <li>Capacity building service positions</li> <li>May link to academic major, minor, certificate, or coursework</li> </ul>
High-Impact Civic Engagement	<ul style="list-style-type: none"> <li>First Year Seminars</li> <li>First Year Trips</li> <li>Learning Communities</li> </ul>	<ul style="list-style-type: none"> <li>Second Year Exchange</li> <li>Learning Communities</li> <li>Service-Learning</li> </ul>	<ul style="list-style-type: none"> <li>Third Year Leadership</li> <li>International /Global Immersions</li> <li>Undergraduate Research</li> <li>Policy Research / Issue Briefs</li> </ul>	<ul style="list-style-type: none"> <li>Senior Presentation of Learning</li> <li>Senior Capstone and Research Projects</li> <li>Policy Research / Issue Briefs</li> </ul>
Courses	<ul style="list-style-type: none"> <li>Lead-in Course (such as Service-Learning 101 or issue oriented)</li> </ul>	<ul style="list-style-type: none"> <li>Poverty / Economic Development</li> <li>Research Methods (CBR)</li> </ul>	<ul style="list-style-type: none"> <li>Policy / Democratic Engagement (internship)</li> <li>International Course</li> </ul>	<ul style="list-style-type: none"> <li>Capstone / Individually or Problem- or Issue-Focused Research</li> </ul>



# Bonner Sample Calendar

## July Calendar

Overall	Administrative
<ul style="list-style-type: none"> <li>Plan Fall Orientation and other fall service events (such as for campus-wide project).</li> <li>Send new staff to New Directors Meeting at end of month/August.</li> <li>Work on planning for student development and community partnerships for the coming year. This is a good time for longer-range planning.</li> <li>Conduct site visits and complete opportunities form with all community partners.</li> </ul>	<ul style="list-style-type: none"> <li>All students complete summer Service Accomplishments.</li> <li>Review Hours on BWBRS</li> </ul>
	<b>Community Partnerships/Service</b> <ul style="list-style-type: none"> <li>Conduct site visits to partner agencies. Staff, senior interns, &amp; project coordinators can be involved. Utilize to maintain relationships and complete opportunities form for capacity building positions</li> <li>Complete site agreements (program/site, foundation/campus).</li> <li>Monitor students summer hours and placements.</li> </ul>
Helpful Resources	Student Development/ Training and Enrichment
<ul style="list-style-type: none"> <li>Planning guides for your Bonner Program, including the Roadmap and (soon) an updated version of this planning calendar, may be found on the Bonner Network Wiki</li> <li>For tips on planning your Fall Orientation, use the Co-Curricular Implementation Guides on Wiki</li> </ul>	<b>Year 1:</b> <ul style="list-style-type: none"> <li>Encourage partners to provide relevant training to students for summer sites</li> <li>Encourage students to document training &amp; learning through BWBRS &amp; reflection (journaling, keeping of portfolio)</li> <li>Evaluate prior year's training calendar</li> </ul>
	<b>Year 2 :</b> <ul style="list-style-type: none"> <li>Same as above</li> </ul>
	<b>Year 3:</b> <ul style="list-style-type: none"> <li>Same as above</li> </ul>
	<b>Year 4:</b> <ul style="list-style-type: none"> <li>Same as above</li> </ul>
Holidays and Events	
<ul style="list-style-type: none"> <li>July 4th Independence Day</li> </ul>	



# Bonner Sample Calendar

## August Calendar

Overall	Administrative
<ul style="list-style-type: none"> <li>Plan Orientation</li> <li>Work with faculty to develop list of courses that are relevant to students in your program and publicize these in your Bonner Office.</li> <li>Begin your Bonner Meetings and Class Meetings by at least two weeks after school starts.</li> <li>Train students in Bonner WBRS and monitor to see that they begin using the system correctly.</li> </ul>	Community Partnerships/Service
	<ul style="list-style-type: none"> <li>Continue work begun on community partnerships, by: <ul style="list-style-type: none"> <li>Engaging student leaders (Senior Interns, Project Coordinators, Community Impact Intern) in visiting sites.</li> <li>Continuing to identify sites that will have project coordinators and get them running (training).</li> <li>Use Opportunities Form to write position descriptions and enter into BWBRS before students arrive on campus.</li> </ul> </li> </ul>
Helpful Resources	Student Development/ Training and Enrichment
<p>Visit <a href="http://bonner.pbworks.com">bonner.pbworks.com</a> for</p> <ul style="list-style-type: none"> <li>Training Modules</li> <li>Guides for Academic Connections</li> </ul>	<p><b>Year 1:</b></p> <ul style="list-style-type: none"> <li>Orientation</li> <li>Games, Games, Games</li> <li>Identity Circles</li> </ul>
	<p><b>Year 2 :</b></p> <ul style="list-style-type: none"> <li>Setting Service Objectives</li> <li>Introduction to Civic Engagement</li> </ul>
Holidays and Events	<p><b>Year 3:</b></p> <ul style="list-style-type: none"> <li>Personal Vision</li> <li>Cover Story</li> </ul>
<ul style="list-style-type: none"> <li>Fall classes begin at some campuses (add your date)</li> <li>Last day to request ungraded option (add your date)</li> <li>Labor Day</li> <li>Patriots Day</li> </ul>	<p><b>Year 4:</b></p> <ul style="list-style-type: none"> <li>Engage seniors in leading Orientation and Capstones</li> </ul>



# Bonner Sample Calendar

## September Calendar

Overall	Administrative
<ul style="list-style-type: none"> <li>• Make sure to delineate staff and student leader roles.</li> <li>• Work with faculty to develop list of courses that are relevant to students in your program and publicize these in your Bonner Office.</li> <li>• Begin your Bonner Meetings and Class Meetings by at least two weeks after school starts.</li> <li>• Train students in Bonner WBRS and monitor to see that they begin using the system correctly.</li> </ul>	Community Partnerships/Service
	<ul style="list-style-type: none"> <li>• For BSP, by September 15th submit Fall Registrar's List, Summer Reimbursement Report, and Summer Living Expense Report.</li> <li>• Review Hours on BWBRS</li> <li>• Continue work begun on community partnerships, by: <ul style="list-style-type: none"> <li>◦ Engaging student leaders (Senior Interns, Project Coordinators) in visiting sites.</li> <li>◦ Continuing to identify sites that will have project coordinators and get them running (training).</li> <li>◦ Complete site agreements (program/site, foundation/campus) or finalize partner applications by this time.</li> </ul> </li> <li>• Recruit students and make matches for capacity building positions</li> </ul>
Helpful Resources	Student Development/ Training and Enrichment
<p>Visit <a href="http://bonner.pbworks.com">bonner.pbworks.com</a> for</p> <ul style="list-style-type: none"> <li>• Training Modules</li> <li>• Guides for Academic Connections</li> </ul>	Year 1:
	<ul style="list-style-type: none"> <li>• Time Management: Managing by Calendar</li> <li>• Community Asset Mapping: A Critical Strategy for Service - Part I</li> </ul>
<h3>Holidays and Events</h3> <ul style="list-style-type: none"> <li>• Fall classes begin at some campuses (add your date)</li> <li>• Last day to request ungraded option (add your date)</li> <li>• Labor Day</li> <li>• Patriots Day</li> </ul>	Year 2 :
	<ul style="list-style-type: none"> <li>• Step it Up Sophomores : Taking on More in Your Service Journey</li> <li>• Volunteer Recruitment for a Non-Profit Organization: Outreach Strategies</li> </ul>
	Year 3:
	<ul style="list-style-type: none"> <li>• Developing an Action Plan</li> <li>• Leadership Compass: Appreciating Diverse Work Styles</li> </ul>
	Year 4:
	<ul style="list-style-type: none"> <li>• Capstone Planning: Introduction to Community Engaged Signature Work</li> <li>• #Social Media for Change: Effectively Using LinkedIn in the Non-Profit Sector</li> </ul>



# Bonner Sample Calendar

## October Calendar

Overall	Administrative
<ul style="list-style-type: none"> <li>Keep tabs on Bonner hours in BWBRS. Make sure that students are on track with their hours (not falling behind the recommended 10 hours per week).</li> <li>Keep tabs on student performance and retention. Make sure you have a process for selecting replacements or new Bonners in place.</li> <li>Maintain relationships with other departments and divisions on campus.</li> <li>Get ready for the November Directors/Coordinators Meeting.</li> </ul>	Community Partnerships/Service
	<ul style="list-style-type: none"> <li>Communicate formally (by phone, in writing, or in person) with partner representatives to ensure that placements are going well.</li> <li>Identify any issues around needs for student training or performance management.</li> </ul>
Helpful Resources	Student Development/ Training and Enrichment
<p>Visit <a href="http://bonner.pbworks.com">bonner.pbworks.com</a> for</p> <ul style="list-style-type: none"> <li>Training Modules</li> <li>BWBRS Training Resources</li> </ul>	Year 1:
	<ul style="list-style-type: none"> <li>Goal Setting: Setting Service Goals &amp; Objectives (have students complete their CLA after this)</li> <li>Exploring Diversity &amp; Intersectionality</li> </ul>
<h3>Holidays and Events</h3> <ul style="list-style-type: none"> <li>○ Add date of 1<sup>st</sup> quarter end, if applicable</li> <li>○ Add dates of 2<sup>nd</sup> quarter beginning, if applicable</li> <li>○ NJ AmeriCorps Launch Event</li> <li>○ Add dates of Break, if applicable</li> <li>○ Bonner Congress Meeting</li> <li>○ Halloween</li> </ul>	Year 2:
	<ul style="list-style-type: none"> <li>Conflict Resolution: Handling Interpersonal Dynamics</li> <li>Keeping It Classy</li> </ul>
	Year 3:
	<ul style="list-style-type: none"> <li>Managing Up: Working Better with Your Boss</li> <li>Resume Writing and Review (also good as students search for Summer Internships)</li> </ul>
	Year 4:
	<ul style="list-style-type: none"> <li>Seeing Through Employer's Eyes: Resume Game and Revision Activity</li> <li>Black Lives Do Matter</li> </ul>



# Bonner Sample Calendar

## November Calendar

Overall	Administrative
<ul style="list-style-type: none"> <li>• Work on planning Annual Retreat (usually held in January). Engage students in leadership roles.</li> <li>• Maintain the schedule of at least monthly Bonner Meetings and Class Meetings that are weekly or at least every other week. Take the opportunity to get feedback from students on how meetings are going.</li> <li>• Schedule and hold one-to-one meetings with students before holiday recess.</li> <li>• Take the opportunity to review the Bonner website and see what's new. Attend Bonner Fall Meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Review Hours on BWBRS</li> <li>• Train students in BWBRS Service Accomplishments.</li> </ul>
	Community Partnerships/Service
	<ul style="list-style-type: none"> <li>• Check in with community partners about how projects are going. This may be a good time to talk again about the educational role they can play with students, both by providing students with coaching and also with training and knowledge development opportunities.</li> </ul>
Helpful Resources	Student Development/ Training and Enrichment
Visit <a href="http://bonner.pbworks.com">bonner.pbworks.com</a> for <ul style="list-style-type: none"> <li>• Training Modules</li> <li>• One on One Advising Guides</li> </ul>	<b>Year 1:</b> <ul style="list-style-type: none"> <li>• Unpacking the -Ism's: Common Terms To Talk About Social Justice and Oppression</li> </ul>
	<b>Year 2:</b> <ul style="list-style-type: none"> <li>• Who Am I?: Unpacking Race and the Privilege and Oppression That Follows</li> </ul>
Holidays and Events	Year 3:
<ul style="list-style-type: none"> <li>• Election Day</li> <li>• Veteran's Day</li> <li>• Bonner Director &amp; Coordinators' Meeting</li> <li>• Thanksgiving</li> </ul>	<ul style="list-style-type: none"> <li>• Building Career Networks</li> </ul>
	Year 4:
	<ul style="list-style-type: none"> <li>• Refugee and Immigrants Voices</li> </ul>





# Bonner Sample Calendar

## December Calendar

Overall	Administrative
<ul style="list-style-type: none"> <li>Keep tabs on Bonner hours in BWBRS. Make sure that students are on track with hours. Integrate this information into your planning for one-to-one meetings.</li> <li>Conduct site evaluations and collect accomplishments at service sites.</li> <li>Schedule and hold one-to-one meetings with students before holiday recess.</li> <li>Send students a comprehensive email regarding how things are going (program-wide but perhaps individually for students who are behind on hours) and letting them know upcoming semester/quarter expectations.</li> <li>Prepare for Winter/January Term, if relevant. Campuses sometimes include courses, international trips, or service trips during this period.</li> <li>Recruit any replacements.</li> </ul>	<ul style="list-style-type: none"> <li>For BSP, Get the following ready for January submission: Spring Registrar's List, Fall Reimbursement Report, and Mid-Year Community Fund Report.</li> <li>All students complete semester/quarter end Service Accomplishments.</li> <li>Review Hours on BWBRS</li> </ul>
	Community Partnerships/Service
	Student Development/ Training and Enrichment
	<p><b>Year 1:</b> (only one meeting, due to holiday recess)</p> <ul style="list-style-type: none"> <li>End of Semester Reflection</li> </ul>
Helpful Resources	<p>For additional trainings tied to Common Commitments, consult the <a href="#">Student Handbook</a> or <a href="#">Common Commitments</a> on the Wiki</p>
Holidays and Events	<p><b>Year 2:</b> (only one meeting, due to holiday recess)</p> <ul style="list-style-type: none"> <li>End of Semester Reflection</li> </ul>
<ul style="list-style-type: none"> <li>Add Reading Days if relevant</li> <li>Add days of final exams if relevant</li> <li>Add days of holiday recess</li> <li>Hanukkah</li> <li>Christmas Eve &amp; Christmas</li> <li>Vacation Days (add dates)</li> </ul>	<p><b>Year 3:</b> (only one meeting, due to holiday recess)</p> <ul style="list-style-type: none"> <li>End of Semester Reflection</li> </ul>
	<p><b>Year 4:</b> (only one meeting, due to holiday recess)</p> <ul style="list-style-type: none"> <li>End of Semester Reflection</li> </ul>





# Bonner Sample Calendar

## January Calendar

Overall	Administrative
<ul style="list-style-type: none"> <li>• Meet with faculty to check in on academic connections. Inventory and announce relevant courses to students.</li> <li>• Work on selection of next year's Senior Intern.</li> </ul> <p>Generally a good time for Annual Bonner Retreat. This retreat generally includes a focus on:</p> <ul style="list-style-type: none"> <li>• Community building (move diversity workshops from other areas or add new ones)</li> <li>• Common commitments</li> <li>• Reflection &amp; visioning</li> </ul> <p>Most recommended Modules:</p> <ul style="list-style-type: none"> <li>○ Cover Story (visioning)</li> <li>○ Four Corners (changing questions)</li> <li>○ River Stories/Introduction to Community Building</li> <li>○ Leadership Compass</li> </ul>	<ul style="list-style-type: none"> <li>• Submit registrar's list to Bonner Foundation.</li> <li>• By January 15th, submit (BSP) Spring Registrar's List, Fall Reimbursement Report, and Mid-Year Community Fund Report.</li> <li>• Review Hours on BWBRS</li> </ul>
	Community Partnerships/Service
	<ul style="list-style-type: none"> <li>• Involve community partner representatives in the annual Bonner Retreat, if you have one. They can lead workshops.</li> <li>• Communicate formally (by phone, in writing, or in person) with partner representatives to ensure that placements are going well.</li> <li>• Recruit for any capacity building position changes.</li> </ul>
Helpful Resources	Student Development/ Training and Enrichment
<p>Visit <a href="http://bonner.pbworks.com">bonner.pbworks.com</a> for</p> <ul style="list-style-type: none"> <li>• Training Modules</li> <li>• Retreat Schedule and Trainings</li> </ul>	<p><b>Year 1:</b></p> <ul style="list-style-type: none"> <li>• Cornerstone Meeting: First Year Trip</li> <li>• True Colors</li> </ul>
	<p><b>Year 2 :</b></p> <ul style="list-style-type: none"> <li>• Cornerstone Meeting: Second Year Exchange</li> <li>• Interfaith Perspectives on Service: Bridging Beliefs and Action</li> </ul>
	<p><b>Year 3:</b></p> <ul style="list-style-type: none"> <li>• Cornerstone Meeting: Third Year Leadership Roles</li> <li>• Volunteer Recruitment for a Non-Profit Organization: Training &amp; Managing Volunteers</li> </ul>
	<p><b>Year 4:</b></p> <ul style="list-style-type: none"> <li>• Cornerstone Meeting: Senior Presentation of Learning</li> <li>• Preparing a Leadership Transition: Part I</li> </ul>
Holidays and Events	
<ul style="list-style-type: none"> <li>○ New Year's Day</li> <li>○ Three Kings Day (celebrated by some Latinos)</li> <li>○ Martin Luther King, Jr. Day, after involving service project</li> <li>○ Add dates regarding your campus's semester/quarter</li> </ul>	



# Bonner Sample Calendar

## February Calendar

Overall	Administrative
<ul style="list-style-type: none"> <li>Keep tabs on Bonner hours in BWBRS. Make sure that students are on track. Take action with students who are behind.</li> <li>Work on selection of next year's Senior Intern and on recruitment of next year's Bonners. Meet with Admissions and Financial Aid.</li> <li>Provide guidance to students relating to finding their summer service placements. Make sure you are acquainted with the Bonner Partner database and Idealist.org as good resources.</li> <li>Last dates to register people for Impact Conference (March)</li> </ul>	Community Partnerships/Service
	<ul style="list-style-type: none"> <li>Review Hours on BWBRS</li> <li>Prepare for First-Year Trip. Include preparation (research, learning, cultural elements) into the meetings with first-year students.</li> <li>Communicate formally (by phone, in writing, or in person) with partner representatives to ensure that placements are going well.</li> <li>Start planning end-of-the-year activities with community partners and graduating students.</li> <li>Cultivate summer positions and placements of students.</li> </ul>
Helpful Resources	Student Development/ Training and Enrichment
<p>Visit <a href="http://bonner.pbworks.com">bonner.pbworks.com</a> for</p> <ul style="list-style-type: none"> <li>Training Modules</li> <li>First Year Trip Resources</li> <li>Sophomore Exchange Resources</li> <li>Bonner National Partners for Summer Placements</li> </ul>	Year 1:
	<ul style="list-style-type: none"> <li>Introduction to the Non-Profit Sector</li> <li>River Stories: Our Gender Histories &amp; Herstories</li> </ul>
<h3>Holidays and Events</h3> <ul style="list-style-type: none"> <li>Black History Month</li> <li>Valentine's Day</li> <li>Chinese New Year</li> <li>Presidents' Day</li> <li>Add relevant dates from campus calendar (academic).</li> </ul>	Year 2:
	<ul style="list-style-type: none"> <li>Planning Effective Meetings</li> <li>Facilitation 101: Roles of Effective Facilitators</li> </ul>
	Year 3:
	<ul style="list-style-type: none"> <li>Differently Abled</li> <li>Gender &amp; Sexual Orientation</li> </ul>
	Year 4:
	<ul style="list-style-type: none"> <li>Addressing Sexual Prejudice</li> <li>Your Empowered Voice Through Creative Expression or Empowerment: It's Intersectional</li> </ul>



# Bonner Sample Calendar

## March Calendar

Overall	Administrative
<ul style="list-style-type: none"> <li>Generally, March is a time when spring break occurs, with service immersion trips. First-Year Trip may also happen during this time, and Sophomore Exchange may also happen at this time.</li> <li>Begin making plans and travel arrangements for participation in Summer Leadership Institute.</li> <li>Finalize or make significant progress on next year's Bonners.</li> </ul>	<ul style="list-style-type: none"> <li>Review Hours on BWBRS</li> </ul>
	<b>Community Partnerships/Service</b> <ul style="list-style-type: none"> <li>Communicate formally (by phone, in writing, or in person) with partner representatives to ensure that placements are going well.</li> <li>Prepare for/implement First-Year Trip. Include preparation and reflection into the meetings with first-year students.</li> <li>Continue planning end-of-the-year activities with community partners and graduating students.</li> </ul>
Helpful Resources	Student Development/ Training and Enrichment
<p>Visit <a href="http://bonner.pbworks.com">bonner.pbworks.com</a> for</p> <ul style="list-style-type: none"> <li>Training Modules</li> </ul> <p>Visit <a href="http://www.bonner.org/sli-info">www.bonner.org/sli-info</a> to begin to plan for the Bonner Summer Leadership Institute.</p>	<b>Year 1:</b> <ul style="list-style-type: none"> <li>Bridging the Gap Between Service, Activism and Politics</li> </ul>
	<b>Year 2 :</b> <ul style="list-style-type: none"> <li>Bridging the Divide Part I: Political Discourse for Civic Action</li> </ul>
Holidays and Events	Year 3:
<ul style="list-style-type: none"> <li>Impact Conference</li> <li>St. Patrick's Day</li> <li>Add dates for spring break, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>Advocacy and Public Education</li> </ul>
	<b>Year 4:</b> <ul style="list-style-type: none"> <li>Board of Directors: Mentorship, Personal, Network, and Their Value</li> </ul>



# Bonner Sample Calendar

## April Calendar

Overall	Administrative
<ul style="list-style-type: none"> <li>Schedule and hold spring one-to-one meetings with students. Make sure to integrate service-related information from BWBRS.</li> <li>Solidify plans and travel arrangements for participation in Summer Leadership Institute. All Bonner Service Day can also be a Sophomore Exchange for students.</li> <li>Begin the process of completing second-semester evaluations of students by partners and of partners by students.</li> </ul>	Community Partnerships/Service
	<ul style="list-style-type: none"> <li>Review Hours on BWBRS</li> <li>All students report semester/quarter end Service Accomplishments.</li> <li>Begin preparing Annual Report.</li> <li>Plan community partner end-of-year recognition and celebration events.</li> <li>Conduct evaluation with community partners and students. Collect accomplishments (using form) and submit information onto BWBRS form linked to partner profile.</li> </ul>
Helpful Resources	Student Development/ Training and Enrichment
<ul style="list-style-type: none"> <li>To register for Summer Leadership Institute</li> <li>For help with Partner Evaluations, find tips and forms online within Community Partnerships Implementation Guide</li> </ul>	Year 1:
	<ul style="list-style-type: none"> <li>Volunteer Recruitment for a Non-Profit Organization: Developing a Volunteer Assessment Plan</li> </ul>
<h3>Holidays and Events</h3> <ul style="list-style-type: none"> <li>Palm Sunday</li> <li>April Fool's Day</li> <li>Passover</li> <li>Good Friday</li> <li>Easter</li> <li>Add dates for spring break, if applicable</li> <li>National Youth Service Days</li> <li>Earth Day</li> </ul>	Year 2 :
	<ul style="list-style-type: none"> <li>Bridging the Divide Part 2: Maintaining Discourse on Social Media</li> </ul>
	Year 3:
	<ul style="list-style-type: none"> <li>Understanding Issue Campaigns</li> </ul>
	Year 4:
	<ul style="list-style-type: none"> <li>Finding Meaning in Your Life</li> </ul>



# Bonner Sample Calendar

## May Calendar

Overall	Administrative
<ul style="list-style-type: none"> <li>Campuses generally conduct exit interviews or more detailed one-to-one meetings with graduating seniors.</li> <li>Plan sessions if presenting at the Summer Leadership Institute.</li> <li>Schedule and hold Spring one-to-one meetings with students. Make sure to integrate service-related information from BWBRS.</li> <li>Complete year-end activities with community partners (including evaluations) and students.</li> <li>Finalize new Bonners for the coming year.</li> </ul>	<ul style="list-style-type: none"> <li>Submit Annual Report to Foundation</li> <li>Get ready for June submission of: Summer Registrar's List and Spring Reimbursement Report</li> <li>Review Hours on BWBRS</li> </ul>
	<b>Community Partnerships/Service</b> <ul style="list-style-type: none"> <li>Hold community partner end-of-year recognition and celebration events.</li> <li>Plan for summer site visits with community partners during the summer.</li> <li>Identify sites to maintain and add project coordinators to in the coming fall.</li> </ul>
Helpful Resources	Student Development/ Training and Enrichment
<ul style="list-style-type: none"> <li>For help (Bonner Scholar Programs) with reporting and what to submit, consult:             <ul style="list-style-type: none"> <li><a href="#">Bonner Rules/Guidelines</a></li> <li><a href="#">BWBRS Users Guide</a></li> </ul> </li> </ul>	<b>Year 1:</b> <ul style="list-style-type: none"> <li>End of Year Celebration</li> </ul>
	<b>Year 2:</b> <ul style="list-style-type: none"> <li>End of Year Celebration</li> </ul>
Holidays and Events	Year 3:
<ul style="list-style-type: none"> <li>Add dates of close of academic school year and graduation, if relevant - including exams</li> <li>Cinco de Mayo</li> <li>Mother's Day</li> <li>Memorial Day (School Holiday)</li> </ul>	<ul style="list-style-type: none"> <li>End of Year Celebration</li> </ul>
	<b>Year 4:</b> <ul style="list-style-type: none"> <li>Submission of Senior Presentations of Learning</li> <li>End of Year Celebration</li> </ul>



# Bonner Sample Calendar

## June Calendar

Overall	Administrative
<ul style="list-style-type: none"> <li>Attend Summer Leadership Institute.</li> <li>Work on Annual Report for July submission to the Bonner Foundation (see deadline in Foundation correspondence).</li> <li>Create and implement a strategy for communicating with students over the summer and checking in on students' summer service placements.</li> <li>Assess student development and training success and revise plans for following year.</li> <li>Assess community partnerships and site placement success and revise plans for following year.</li> </ul>	<ul style="list-style-type: none"> <li>By June 1st, submit Summer Registrar's List and Spring Reimbursement Report</li> </ul>
	Community Partnerships/Service
	<ul style="list-style-type: none"> <li>Begin to conduct site visits to partner agencies to close the year. Staff, senior interns, &amp; project coordinators can be involved. Use opportunities form to create capacity building positions.</li> <li>Identify opportunities for training &amp; enrichment for students for the coming year.</li> </ul>
Helpful Resources	Student Development/ Training and Enrichment
<ul style="list-style-type: none"> <li>Annual Report Guidelines will be posted on the Bonner Network Wiki (front page index) and emailed in the Weekly</li> <li>Look for and review the <a href="#">Bonner Self-Assessment Tool</a> on the Wiki.</li> </ul>	<p><b>Year 1:</b></p> <ul style="list-style-type: none"> <li>Bring some students to Summer Leadership Institute</li> <li>Encourage partners to provide relevant training to students for summer sites</li> </ul>
	<p><b>Year 2:</b></p> <ul style="list-style-type: none"> <li>Same as above.</li> </ul>
	<p><b>Year 3:</b></p> <ul style="list-style-type: none"> <li>Same as above.</li> </ul>
	<p><b>Year 4:</b></p> <ul style="list-style-type: none"> <li>Same as above.</li> </ul>
Holidays and Events	
<ul style="list-style-type: none"> <li>Add dates of close of academic school year and graduation, if relevant (especially West Coast)</li> <li>Summer Leadership Institute</li> <li>Father's Day</li> </ul>	