

Quarterly Calendar

| Quarter | Month | Scholar Activities | Admin Activities |
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| 1 | July | <ul style="list-style-type: none"> • Monthly meeting with program coordinator • Monthly meeting with mentor • Enrichment workshop | <ul style="list-style-type: none"> • Send out Weekly Newsletter • Bi-weekly check-in with leadership • Reach out to shadowing hosts • Send out Quarterly Supervisor Update • Send out Monthly Advisory Council Newsletter |
| 1 | August | <ul style="list-style-type: none"> • Monthly meeting with program coordinator • Monthly meeting with mentor • Shadowing • Fall semester begins | <ul style="list-style-type: none"> • Send out Weekly Newsletter • Document audit • Budget audit • Plan enrichment workshop • Bi-weekly check-in with leadership • Send out Monthly Advisory Council Newsletter |
| 1 | September | <ul style="list-style-type: none"> • Monthly meeting with program coordinator • Monthly meeting with mentor | <ul style="list-style-type: none"> • Send out Weekly Newsletter • Meet with university partners • Meet with Advisory Council • Bi-weekly check-in with leadership • Send out Monthly Advisory Council Newsletter • Apply to present at American Library Association (ALA) Annual Conference |
| 2 | October | <ul style="list-style-type: none"> • Monthly meeting with program coordinator • Monthly meeting with mentor • Enrichment workshop | <ul style="list-style-type: none"> • Send out Weekly Newsletter • Bi-weekly check-in with leadership • Reach out to shadowing hosts • Send out Quarterly Supervisor Update • Send out Monthly Advisory Council Newsletter |
| 2 | November | <ul style="list-style-type: none"> • Monthly meeting with program coordinator • Monthly meeting with mentor • Shadowing | <ul style="list-style-type: none"> • Send out Weekly Newsletter • Document audit • Budget audit • Plan enrichment workshop • Bi-weekly check-in with leadership • Send out Monthly Advisory Council Newsletter |
| 2 | December | <ul style="list-style-type: none"> • Monthly meeting with program coordinator • Monthly meeting with mentor | <ul style="list-style-type: none"> • Send out Weekly Newsletter • Outreach for new cohort • Meet with university partners • Meet with Advisory Council • Application opens • Bi-weekly check-in with leadership • Send out Monthly Advisory Council Newsletter |

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| 3 | January | <ul style="list-style-type: none"> • Monthly meeting with program coordinator • Monthly meeting with mentor • Enrichment workshop • Spring semester begins | <ul style="list-style-type: none"> • Send out Weekly Newsletter • Applications due • Application review + interviews • Reach out to shadowing hosts • Bi-weekly check-in with leadership • Send out Quarterly Supervisor Update • Send out Monthly Advisory Council Newsletter |
| 3 | February | <ul style="list-style-type: none"> • Monthly meeting with program coordinator • Monthly meeting with mentor • Shadowing • Application workshops + orientation (new scholars) | <ul style="list-style-type: none"> • Send out Weekly Newsletter • Document audit • Budget audit • Plan enrichment workshop • New cohort orientation • Bi-weekly check-in with leadership |
| 3 | March | <ul style="list-style-type: none"> • Monthly meeting with program coordinator • Monthly meeting with mentor | <ul style="list-style-type: none"> • Send out Weekly Newsletter • Meet with university partners • Meet with Advisory Council • Register scholars for ALA • Bi-weekly check-in with leadership • Send out Monthly Advisory Council Newsletter |
| 4 | April | <ul style="list-style-type: none"> • Monthly meeting with program coordinator • Monthly meeting with mentor • Enrichment workshop | <ul style="list-style-type: none"> • Send out Weekly Newsletter • Bi-weekly check-in with leadership • Reach out to shadowing hosts • Send out Quarterly Supervisor Update • Send out Monthly Advisory Council Newsletter |
| 4 | May | <ul style="list-style-type: none"> • Monthly meeting with program coordinator • Monthly meeting with mentor • Shadowing | <ul style="list-style-type: none"> • Send out Weekly Newsletter • Document audit • Budget audit • Plan enrichment workshop • Bi-weekly check-in with leadership • Send out Monthly Advisory Council Newsletter |
| 4 | June | <ul style="list-style-type: none"> • Monthly meeting with program coordinator • Monthly meeting with mentor • Summer semester begins • ALA Conference | <ul style="list-style-type: none"> • Weekly Roundup • ALA Conference Prep • Meet with university partners • Meet with Advisory Council • Bi-weekly check-in with leadership • Send out Monthly Advisory Council Newsletter |