

IDPH AmeriCorps Substance Abuse Prevention Program Key Dates

As of 09/01/18

Upcoming Trainings and Calls

Topic	Format	Who is required to attend?	Date	Time
Monthly Member Check-In Calls	Zoom Webinar	Members required	First Wednesday of each month https://zoom.us/j/768546783	10:00-11:00
Monthly Host Site Check-In Calls	Zoom Webinar	Site Supervisors required	Third Friday of each month https://zoom.us/j/993401103	9:00-10:00
Site Visit	In Person	Members and Supervisors	TBD	TBD

Upcoming Due Dates

Deliverable	Due Date	Submission Information
Time Sheets	Every Other Week	Submit through OnCorps View the 2018 PayPeriod
Monthly Service Log (Working towards Project Goals)	First Friday of the following service month	Email to Amanda.McCurley@IDPH.Iowa.gov
Volunteer Service Log (Tracks mentors recruited/substance abuse prevention training attendees)	Submit same time as Monthly Service Log	Email to Amanda.McCurley@IDPH.Iowa.gov
Service Project Planning, Tracking & Volunteer Sign-in Sheet	Due at the completion of the service project	Email to Amanda.McCurley@IDPH.Iowa.gov
Quarterly Report	<ul style="list-style-type: none"> • Sep - Dec 2018 Activities: Due January 17, 2019 • Jan - March 2019 Activities: Due April 17, 2019 • April-June 2019 Activities: Due July 17 • July-Aug 2018 Activities: Due October 17, 2019 • Sep-Nov 2019 Activities: Due December 17 	Submit through lowagrants.gov
Mid-Term Evaluation	<ul style="list-style-type: none"> • November Start Date: Full Time and Half Time Due April 18, 2019 • December Start Date: Full Time and Half Time Due May 16, 2019 	Supervisor conducts and Member signs Email to Amanda.McCurley@IDPH.Iowa.gov
Verify all Reports are Complete: Monthly, Quarterly, Service Day and Member Hours are On-Track	Month prior to end-date	Verify with Supervisor
Complete AmeriCorps Training Certification Form	Two weeks prior to your last day	Found online at IDPH AmeriCorps website and email to Amanda.McCurley@IDPH.Iowa.gov
Exit Survey and Form in MyAmeriCorps	Due prior to your last day—no earlier than 2 days prior	https://my.americorps.gov/mp/login.do
End of Service Evaluation	Evaluations due the last day of service	Supervisor conducts and Member signs Mail original to Amanda.McCurley@IDPH.Iowa.gov
Submit Final Timesheet	Last day of service	IA Grants and Supervisor approves