***High Rocks AmeriCorps Service Timeline***

**September ––** You can expect to spend the first two weeks learning about the organization and what AmeriCorps service entails. You’ll be learning about the history of High Rocks and its programs, and building a rapport with participants in your particular programs. You should quickly familiarize yourself with the High Rocks and AmeriCorps handbooks, and get ready for ‘Possum Trot & Autumn Harvest Festival in Marlinton, and the back-to-school overnight at The Lodge. Don’t be overwhelmed, there’s a lot to take in; maintain your enthusiasm, and pay attention in all the meetings you’ll be attending. Don’t forget to forge relationships with your fellow members during AmeriCorps swear-in and orientation, which will be held sometime in your second month of service. Download any communication apps you’ll be using, pass your vehicle training, and cozy up to the laptop you’ll be using for the year. In between all of that, look at the calendar, begin to plan accordingly, and learn your way around the High Rocks server. If your supervisor seems busy with many things outside of your project, don’t lose confidence, feel free to ask questions.

**October ––** This will be the month to start planning and developing your High Rocks site program, which will require some combination of community networking, fundraising, and recruitment of participants. Program strategies involve lesson planning, goal setting, and establishing benchmarks for success. Similarly, you will be meeting with fellow AmeriCorps members to plan one of three AmeriCorps service projects for the year. Your supervisor will mentor you on the things that have worked or haven’t worked successfully in the past, and help you find contacts in the community for possible donations and grants. The three service projects should be planned in service of the community, or to raise money for community organizations. This will all be done in addition to weekly AmeriCorps service projects every Thursday. By the end of the month, you should be prepared to launch the programming you developed. This month you will also have official AmeriCorps training. Expect some form of Halloween programming at your service site. You’ll also be submitting your first monthly reports, so make sure to get familiar with the format(s). Also, be sure your schedule is giving you enough hours to keep up with the pacing guide, and talk with your supervisor about what your schedule will look like not just now but through the summer and into your final weeks of service, as programming will be changing once school lets out and we transition to summer camp. You should also be thinking about getting ahead in your hours so you can have holiday vacations, and ways to catch back up if you get sick and miss any hours, so talk with your supervisor if it looks like you need more hours than your schedule will provide.

**November ––**November is the month for road trips to take students to visit college campuses, which is an opportunity for you to get to know some of the students better and hit the road for some fun (this is not, however, required for all Americorps members in general). With the Lodge being closed for Thanksgiving holiday, this month is a good time to look for opportunities to pick up additional hours in order to stay on target with your pacing guide. Be sure to take some vacation time to recharge, rest, and enjoy some down time.

**December ––** For December, main events include the Lewisburg Christmas parade, the High Rocks annual holiday party, and site-specific holiday events. Care packages are mailed to former High Rocks alumni who have left for college. Weather conditions are something to remain cognizant of, as well as the need to continue seeking additional hours to compensate for holiday closures. Your site projects should be well underway, and you can expect to be involved in planning for the MLK overnight to be held in mid-January. After-school programs may be cancelled often due to weather. MLK is also a good time to plan a second Americorps service project to fulfill the requirement of three projects planned and implemented by the entire team. There are usually lots of projects to fulfill weekly Thursday service hours and provide for additional hours where needed. Your site supervisor is a good contact for finding out ways to invest any time not spent on vacation. Half-time members can expect to have their mid-term evaluations done before the end of the year.

**January ––** Vacay is over, so get ready for some excitement! MLK is a very busy event, a requirement for all AmeriCorps members. The overnight and MLK parade will be full of writing and sign-making workshops, youth enrichment projects, and educational programming centered on activism. It will involve logistical planning for 36 hours of programming, including meals and transportation for every youth participant. This month will also be Our Children, Our Future day, when students are taken on an outing to the capital to meet with their legislators in person. Transportation and food for this event will also be provided. Now is also a good time to start planning your third AmeriCorps service project. During the last week of January, the West Virginia Winter Music Festival will be held in Lewisburg, which is another opportunity to participate in a weekend event that involves hosting a student stage. If you are interested in attending the Appalachian Studies Conference, you should plan on applying for a scholarship to attend, as the deadline for applications is generally in late February.

**February ––** This month will involve generating program reports, and you will submit your annual self-evaluation. Otherwise the pace tends to relax a bit. Summer planning for New Beginnings and Camp Steele will begin. Recruitment for camp begins around this time. Half-time members will be ending their service term. If you are a full-time member who is planning to attend the Appalachian Studies Conference, be sure to complete your application in time for the deadline later this month.

**March ––** Major events for this month include the Celtic Knot race, Battle of the Bands recruitment, a second round of college road trips, and training sessions for another group of incoming half-time members. Planning for a third AmeriCorps service project should also be underway, if not already completed. March is generally when Spring Break will occur, so your service site may be closed; again, plan to make up hours where need be in order to match your pacing guide. Camp recruitment is a continued activity for all.

**April ––** Appalachian Studies Conference (first week of April); Chocolate Fest in Lewisburg (second week of April); and Ramp Fest in Richwood (towards end of April) are all good opportunities to pick up hours and get involved. Any Nicholas county or YAB affiliated members will be expected to attend Ramp Fest, regardless. High Rocks gardens will also be gearing up, so members should plan on being outside in the garden for the majority of Thursday afternoon service hours. Talk with your supervisor about possibly getting time off in May before camp (if you are ahead on hours). Camp recruitment continues.

**May ––** Potentially take time off before camp preparation begins. Camp recruitment should be completed or else approaching completion. Major events include College Overnight and A&B Fest in Richwood (the latter was temporarily put on hold in 2018, but it will hopefully be renewed in 2019). Prom Pancake and area high school graduation ceremonies are important opportunities to support students as they pass annual milestones. May will be the last month for Thursday weekly meetings. This is also a time to nominate people for the Governor’s Service Award, and you should wrap up obligations and clean the slate of any unfinished business.

**June ––** Group-build and training weeks will be held to get all the camp physically prepared and to review camp procedures, schedules, and guidelines. This is the mega push to get all things ready for New Beginnings later in the month, and a time to wrap up site-specific programs and submit self- evaluations. Incoming volunteers will need to be brought up to speed quickly, so that they can successfully contribute to any programs or curriculum you have had a hand in designing for camp. Expect to find yourself emotionally invested in the success of the pieces of camp you are responsible for, and remember to keep perspective on the big picture so you can maintain your composure as a steady role model for the campers. Camp is a complex organism with many moving parts, some of which will certainly need to be revised along the way to make it all work together. Be careful not to get attached to particular details, because they are all subject to change.

**July ––** The first two weeks is a time to rest up and recoup your energy after the intensity of New Beginnings. Camp Steele will be held the last two weeks of July, so this is also a time to further refine curriculum. Otherwise you’ll be participating in a second group-build leading up to camp. NettleFest is the last day of Camp Steele. If you feel your energy waning, just keep in mind you’re almost done!

**August ––** This month will entail shutting everything at the campgrounds and closing up shop for the season. There will be some downtime, and saying goodbye to interns and summer members. At the end of August there will be a lot of paperwork and exit interviews. The gardens will continue to produce bountifully even after the campers go home, so extra hands will be welcomed to help with the harvest for sale or to freeze for fall programming at the Hub.