



## *Summer of Service* 2004-2005 Timetable

### **November**

- Student recruitment
- Alumni Affairs Board meeting Nov. 5th
- Student information session Nov. 17<sup>th</sup>
- Establish non-profit and community organization network- send S.O.S materials to possible organizations
- Launch pilot program with a student placement in Chicago and NYC

### **December**

- Students should visit the Career Center to create or update their resume
- Continue to compile list of interested organizations with internship opportunities in service
- Follow up with interested students– ensure they have the information necessary to pursue internships during the winter recess
- Contact Alumni and Alumni Clubs to secure housing and funding for pilot program

### **Winter Break**

- Students research internship opportunities listed on *Summer of Service* website or any other organizations in which they are interested and begin work on applications
- Students complete *Summer of Service* application (due Jan 17<sup>th</sup>)

### **January**

- Students:
  - SOS applications due Jan 17th
  - Apply for internships
  - Interview for SOS program (upon acceptance to an internship)

### **February**

- Students begin to get accepted to internship positions
- Contact Alumni who have shown interest in hosting a student and begin student placement
- Send student information to host families
- Student and Alumni preference surveys

### **March**

- Spring Break
- Student housing placement continues
- Students and host families make a commitment and sign contracts

### **April**

- Send student information to clubs
- Clubs plan student welcome and social events

### **Summer Recess**

- Student internships begin