Marketing Specifics

- Send flyers to NSU payroll and Chamber of Commerce
- Send e-mails on campus as needed
- Create and distribute individual flyers for instructors or sections
- Newspapers and Magazines should be contacted as courses happen

Evaluation Specifics

- ANC participant surveys and instructor surveys should be distributed as courses end (put in instructor packets)
- YNC participant surveys should be distributed near program end. Surveys should be taken home and then returned before end of program
- YNC instructor surveys should be delivered with welcome package. Reminder note cards should be delivered near program end. Surveys should be obtained at closing meeting.
- Rate your stay

Monthly/Daily tasks

- Update website
- Meet with Professional Staff every third week
- Tally evaluations
- Reconcile program expenses
- Review and Update Strategic Plan and Goals

Yearly Timeline:

January

6 – Mail Spring/Summer Book (ANC)
Make staff meetings schedule
10 – Complete Annual Plan
12 – Meet with staff for pre-semester/season meeting
13 – Follow-up on marketing and advertising duties (ANC)
Organize monthly evaluations
15 – Type PSC and R2 contracts (ANC)
Create Instructor Packets (ANC)
Create Course Green File Folders (ANC)
Send Annual Plan (Goals) to Brenda
20 – Forward PSC Contracts (ANC)
Send letters to Off-Campus groups requesting Booking Deposit
25 – Send Department Mission/Purpose E-mail

February

Prepare for FBLA
Participate in African American History Awareness Activity

1 – ANC Fall Course Begin
Complete Academic Sections (YNC)
5 – Complete On-Campus Activity Sections (YNC)
7 – Complete Off-Campus Activity Sections (YNC)
8 – Send Letter to TAG principals
11 – Complete Off-Campus Misc Sections (YNC)
13 – Complete Youth Summer Book
Organize monthly evaluations
15 – Approve Youth Summer Book
Plan Administrative Assistant Luncheon
Send Annual Plan to Dr Dial
18 – Correct Youth Summer Book
20 – Send Youth Summer Book to printer
21 – Create Off-Campus Contracts (YNC)
25 – Start working on Budget Proposal

March

Prepare for Social Studies Fair
Participate in Women’s History Awareness Activity

1 – Mail Off-Campus Contracts (YNC)
2 – Meet to assign staff marketing and advertising duties (YNC)
5 – Implement marketing and advertising duties (YNC)
10 – Meet with Brenda about Budget Proposals
13 – Organize monthly evaluations
15 – Start ordering summer supplies (YNC)
20 – Meet with advisory groups (ANC) (YNC)
25 – Start hitting the road for summer programs (YNC)

April

Prepare to attend ACCED-I and Adult Non-Credit
Prepare for Youth Rally

1 – Set-up Peopleware for Summer Programs
5 – Advertise for Administrative Assistant Luncheon
6 – Mail Spring/Summer Book (YNC)
10 – Meet with Maintenance and Grounds about summer fields (YNC)
13 – Follow-up on marketing and advertising duties (YNC)
Organize monthly evaluations
15 – Send Press Releases to University Relations (YNC)
Follow-up on summer supplies orders (YNC)
20 – Send Budget Proposals to Brenda
25 – Meet with Residential Services about facility maintenance (YNC)
28 – Evaluate student employees

May

Prepare to attend LACHE
Prepare for YNC Summer

1 – Type PSC and R2 Contracts (YNC)
Create Course Green File Folders (ANC) (YNC)
2 – Send Proposal Request Letter for Fall and maybe Spring/Summer (ANC)
5 – Meet with food services to confirm summer and gift packs (YNC)
10 – ANC Spring/Summer Courses wind down
13 – Organize monthly evaluations
15 – Send Budget Proposal to Dr Dial
12 – Confirm Summer Medical Procedures (YNC)
Organize Medical Form files
15 – Make Summer Check-In Packets (include evals for off-campus directors) (YNC)
18 – Meet with staff for pre-semester/season meeting

June

1 – YNC Summer Programs Begin (hold on tight)
13 – Organize monthly evaluations
15 – Review Spring/Summer evaluations to make improvements for Fall (ANC)
18 – Make preparations for year-end closeout (contracts, accounts, etc.)

July

1 – Complete Arts and Crafts and Computer Sections (ANC)
4 – Director vacation
5 – Complete Languages and Communication (ANC)
7 – Complete – Cooking and Test Preparation (ANC)
10 – Prepare for Welcome Back Day
11 – Complete Dancing and Special Interest (ANC)
13 – Complete Adult Fall Book
Organize monthly evaluations
15 – Approve Adult Fall Book
18 – Correct Adult Fall Book
20 – Send Adult Fall Book to Printer

August

2 – Meet to assign staff marketing and advertising duties (ANC)
4 – Coordinator vacation
5 – Implement marketing and advertising duties (ANC)
10 – Confirm FBLA, SSF, and Youth Rally dates
12 – Clerk vacation
13 – Organize monthly evaluations
15 – Complete Billings for Summer YNC
Send Press Releases to University Relations (ANC)
18 – Plan Residential Builders Contractor’s Program
Meet with staff for pre-semester/season meeting
20 – Send Next Summer Date Request Letters to on-campus and off-campus (YNC)
22 – Send Proposal Request Letter for Spring/Summer (ANC)
25 – Set-up Peopleware for Fall Programs

September

Prepare to attend LACUSPA

1 – Evaluate Clerk
2 – Meet with SSF Director
5 – Prepare for Family Day
Plan Holiday Programs (YNC)
6 – Mail Fall Book (ANC)
9 – Send SSF Book and RBC brochure to printer
10 – Send second notice bills to summer programs (YNC)
Complete transfers for summer services, agencies, and insurance (YNC)
12 – Review summer evaluations to make improvements for next summer (YNC)
13 – Follow-up on marketing and advertising duties (ANC)
Organize monthly evaluations
15 – Type PSC and R2 Contracts (ANC)
Create Instructor Packets (ANC)
Create Course Green File Folders (ANC)
20 – Forward PSC Contracts (ANC)
25 – Send department mission/purpose e-mail

October

Prepare to attend ACCED-I
Participate in Breast Cancer Awareness and Homecoming Activities

1 – ANC Fall Course Begin
2 – Meet with Residential Services and Food Services about summer needs (YNC)
5 – Send Holiday Programs Brochure to Printer (YNC)
7 – Start preparing End of the Year Goal Report
10 – Confirm YNC dates and make calendar in conjunction with other NSU events
13 – Organize monthly evaluations
15 – Evaluate Coordinator
20 – Meet about FBLA needs
25 – Mail RBC Program Brochure
28 – Evaluate student employees

November

1 – Complete Arts and Crafts and Computer Sections (ANC)
2 – Mail SSF Book
5 – Complete Languages and Communication (ANC)
7 – Complete Cooking and Test Preparation (ANC)
10 – Mail Holiday Programs Brochure (YNC)
11 – Complete Dancing and Special Interest (ANC)
12 – Meet with Brenda about next year goals
13 – Complete Adult Spring/Summer Book
Organize monthly evaluations
15 – Approve Adult Spring/Summer Book
18 – Correct Adult Spring/Summer Book
20 – Send Adult Spring/Summer Book to Printer

December

Prepare to attend LACHE

2 – Meet to assign staff marketing and advertising duties (ANC)
5 – Implement marketing and advertising duties (ANC)
10 – Send Holiday Letters
13 – Organize monthly evaluations
15 – Send Press Releases to University Relations
Set-up Peopleware for Spring Programs
20 – ANC Fall Courses End
28 – Check mail and answering machine