June
☐ Annual Reports due

July
☐ Work on assessment plans for fall semester
☐ Have peer mentors complete payroll sign-up process prior to start date, including I-9 form
☐ Peer mentors should complete FERPA training via ISU Learn

August
☐ Update LC web directory information for fall as needed
☐ Check Work-Study option for peer mentors
☐ New peer mentors should attend university-wide training the Monday and Tuesday before classes begin

September
☐ Submit spring course request form to Office of the Registrar
☐ Fall budget transfer made after enrollment counts are confirmed

October
☐ RFP forms are released
☐ Perform peer mentor survey week 6
☐ Give student evaluations feedback to peer mentors

November
☐ Begin work on RFP form

December
☐ Submit current fall spending summary and spring funding transfer needs
☐ Submit English link request form to the English LC Liaison

January
☐ Submit fall course request form to Office of the Registrar
☐ Review LC web information for updates
☐ Publicize mentor position openings for next fall
☐ Attend Mid-year Institute
☐ RFP due in late January

February
☐ Spring budget transfers made
☐ Begin interviewing/hiring process for next year’s peer mentors
☐ Central administration indicates funding of next year’s RFPs
☐ Develop end-of-year planning retreat

March
☐ Register for the LC Institute
☐ Central administration sends return of funds memo
☐ Hire mentors for next year
☐ Have new peer mentors complete payroll sign-up process, including I-9 form
☐ Submit fall peer mentor information to LC central office

April
☐ Return end-of-year funds
☐ Annual report memos sent out
☐ Invitations for August mentor training sent out
☐ Provide initial training for new mentor hires

May
☐ Attend the Learning Communities Institute
☐ Submit promotional materials for Freshmen Orientation to 3015 Morrill