

## Tips for Working around the Academic Calendar

1. If you will be working with faculty members, make your initial contact with them at least two or three weeks before the academic period begins. And, if you are planning on working with a particular faculty member in the fall, you may need to initiate contact before the spring session had ended.
2. If you need student volunteers, contact the college or university at the beginning of the academic term. By the third week or so of the term, most institutions have completed their volunteer coordination for that period.
3. Be prepared for requests from the college to host or assist with community service events during Freshman Orientation week (usually the third or fourth week of August) and around certain holidays, such as Martin Luther King, Jr. Day.
4. Find out from faculty and students when in-term exams and holidays are and plan not to have students at your sites during those times.
5. In particular, don't be overly reliant on student volunteers if you need extra staffing during the November-December holiday period. Students frequently travel during that period and usually also have their final exams then.

Adapted from Scheibel, Jim, Erin M. Bowley, and Steven Jones. *The Promise of Partnerships: Tapping into the College as a Community Asset*. Providence, R.I.: Campus Compact, 2005.