



An Equal Justice Works AmeriCorps Program

## Pro Bono Legal Corps Program Calendar

**Periodic Expense Reports are due the 15<sup>th</sup> of each month**, or the first business day thereafter (if the 15<sup>th</sup> is on a weekend or holiday).

**Financial Status Reports are due on the 20<sup>th</sup> of October, January, April and July**, or the first business day thereafter (if the 20 is on a weekend or holiday).

**Date to be determined: PBLC Audit by the Office of Inspector General for the Corporation for National and Community Service.** Technical assistance calls to be scheduled.

### AUGUST 2007

- 1: First day of the 2007-2008 Grant Year, first day AmeriCorps Attorneys may be enrolled (to continue through September 30)
- 1-2: Site Staff Training and Strategy Meeting, New Orleans, Louisiana
- 15: Periodic Expense Report (July 2007) due to Equal Justice Works

### SEPTEMBER 2007

- 15: Host site Subgrant Agreement due to Equal Justice Works
- 17: Periodic Expense Report (August 2007) due to Equal Justice Works
- 30: Last day of enrollment for 2007-2008 AmeriCorps Attorneys (unless alternative date agreed upon by Equal Justice Works)

### OCTOBER 2007

- 5: Renewal Application and MYR instructions sent to sites
- 5-7: Equal Justice Works Conference and Career Fair (*optional event designed for law students and public interest employers*)
- 9-10: National Institute for Trial Advocacy Training, Washington DC (space limited; returning AmeriCorps Attorneys eligible to apply).
- 11-13: AmeriCorps Attorney Leadership Development Training, Washington DC (mandatory for all AmeriCorps Attorneys)
- 15: Periodic Expense Report (September 2007) due to Equal Justice Works
- 22: Financial Status Report (August 1, 2007 – September 30, 2007) due to Equal Justice Works
- 22: Intent to Renew email due to Equal Justice Works
- 23: Annual Progress Report technical assistance conference call

## **NOVEMBER 2007**

- 12: Site Application and Annual Progress Report due to Equal Justice Works
- 15: Periodic Expense Report (October 2007) due to Equal Justice Works

## **DECEMBER 2007**

- 3: Equal Justice Works submits parent Annual Progress Report to the Corporation for National and Community Service
- 17: Periodic Expense Report (November 2007) due to Equal Justice Works

## **JANUARY 2008**

- 1: Recruitment for 2008 Summer Corps program begins
- 8: Equal Justice Works submits parent Renewal Application to the Corporation for National and Community Service
- 15: Periodic Expense Report (December 2007) due to Equal Justice Works
- 21: MLK Day of Service (AmeriCorps Attorneys encouraged to host projects or find projects through volunteer centers or state commissions)
- 22: Financial Status Report (October 1, 2007 – December 31, 2007) due to Equal Justice Works

## **FEBRUARY 2008**

- 15: Periodic Expense Report (January 2008) due to Equal Justice Works

## **MARCH 2008**

- 17: Periodic Expense Report (February 2008) due to Equal Justice Works
- 19: 2008 Summer Corps program application available on the Equal Justice Works website (application open until April 2, 2008)

## **APRIL 2008**

- 2: 2008 Summer Corps application deadline
- 15: Periodic Expense Report (March 2008) due to Equal Justice Works
- 21: Financial Status Report (January 1, 2008 – March 31, 2008) due to Equal Justice Works
- 30: Mid-Year Report (August 1, 2007 – March 31, 2008) due to Equal Justice Works

## **MAY 2008**

- 7-9: American Bar Association/National Legal Aid & Defenders Equal Justice Conference, Minneapolis MN (mandatory for all AmeriCorps Attorneys)
- 15: Equal Justice Works notified of funding decision by the Corporation for National and Community Service  
Periodic Expense Report (April 2008) due to Equal Justice Works

## **JUNE 2008**

- 1: 2008-2009 Pro Bono Legal Corps recruitment and placement begins and continues throughout summer
- 16: Periodic Expense Report (May 2008) due to Equal Justice Works

## **JULY 2008**

- 15: Periodic Expense Report (June 2008) due to Equal Justice Works
- 21: Financial Status Report (April 1, 2008 – June 30, 2008) due to Equal Justice Works

## **AUGUST 2008**

- 1: First day of the 2008-2009 Grant Year, first day AmeriCorps Attorneys may be enrolled (to continue through September 30)
- 6–8: Site Staff Training and Strategy Meeting, San Francisco, CA
- 18: Periodic Expense Report (July 2008) due to Equal Justice Works

## **SEPTEMBER 2008**

- 15: Host site Subgrant Agreement due to Equal Justice Works
- 30: Last day of enrollment for 2008-2009 AmeriCorps Attorneys

## **OCTOBER 2008**

- 20: Annual Progress Report (April 1, 2008 – September 30, 2008) due to Equal Justice Works  
Financial Status Report (July 1, 2008 – Close of grant term) due to Equal Justice Works