

U.S. Programs 2009 Planning Calendar

January

Jan. 19 MLK Jr. Day
Jan. 26-27 USP Senior Staff Retreat

February

Feb. 16 President's Day
Feb. 25 Mail Board books for Mar. 4-5 mtg.

March

March 4-5 **USP Board Meeting** – Consider large grant to DPA
Trustees Meeting
March 16 *Docket materials to Aryeh*
March 20 *CJF/D&P/NSHR & Drug Treatment Docket Meetings*

April

April 9 Passover
April 10 Good Friday
April 13 *Docket materials to Aryeh*
April 17 *EOF*/TIF/SOF Docket Meetings*

May

May – July **Program Planning**
May 4-6 Council on Foundations meeting
May 13 Mail Board books for May 20-21 mtg.
May 20-21 **USP Board Meeting, possibly site visits** – Consider large grant to ACP
(?)
Trustees Meeting
May 25 Memorial Day

June

June 4-5 USP All-staff Retreat
June 15 *Docket materials to Aryeh*
June 26 *CJF/D&P/NSHR & Connect US (?), Drug Treatment Dockets*

July

July 3 Independence Day
July 20 *Docket materials to Aryeh*
July 24 *EOF/TIF/SOF Docket Meetings*

August

Late Aug. USP budget due to OSI-Finance

September

Sept. 7 Labor Day
Sept. 15 *Docket materials to Aryeh*
Sept. 22 *CJF/D&P/NSHR Docket Meetings*
Sept. 19 Rosh Hashanah
Sept. 23 Mail Board books for Sept. 30-Oct. 1 mtg.
Sept. 28 Yom Kippur

Sept. 30 USP Board Meeting

October

Oct. 1 USP Board Meeting
Oct. 4-8 OSI Global Staff Forum in London (by invitation only)
Oct. 12 Columbus Day
Oct. 13 Docket materials to Aryeh
Oct. 16 Seize the Day Fund State Alliance RFP Round I Docket Meeting
Oct. 20 Catch –up Docket materials to Aryeh
Oct. 27 EOF, TIF, SOF and Catch-up Docket Meeting
Late Oct. Budget Review

November

Nov. 23 Seize the Day Fund State Alliance RFP Round II Docket Meeting
Nov. 23 Mail Board books for Dec. 2-3 mtg.
Nov. 26 & 27 Thanksgiving

December

Dec. 2-3 USP Board Meeting
Dec. 24-Jan. 1 OSI closed for the Christmas & New Year Holiday

January 2010

Jan. 4 OSI re-opens

**EOF docket includes the CBMA and NSI*

Senior staff meet each Tuesday at 4:00 PM

You can view a complete, detailed and regularly updated USP calendar in Outlook. The Outlook calendar will allow you to track docket dates, budget deadlines, U.S. Programs Board meetings (and the deadlines leading up to them), major U.S. Programs-sponsored convenings, site visits, significant travel, and more. We hope this calendar keeps you up to date on the doings in U.S. Programs, and also helps you plan your activities and collaborate with colleagues.

Here's how you can access the Outlook calendar:

1. On the bottom left side of your Outlook go to the Folder list (yellow manila folder next to arrow sign).
2. Select Public Folders / then select All Public Folders / then select OSI New York / then scroll down and select US Programs – Calendar.
3. You have now arrived at the U.S. Programs calendar.
4. If you would like for it to appear alongside your other calendars in Outlook "Calendar View," right click on the folder and choose "Add to Favorites."
5. The U.S. Programs calendar should now appear as a choice when you go to your own Outlook calendar.

To make it a little easier to scan the calendar, the different kinds of entries have been color-coded as follows:

Red	Board meetings/deadlines
Blue	Budget & Finance meetings/deadlines
Green	Personal
Light Green	Vacation
Orange	OSI & U.S. Programs meeting
Cyan	Travel Required
Olive	Off-site meetings
Purple	Baltimore meetings
Teal	OSI & U.S. Programs Training
Yellow	Docket meetings/deadlines

Any updates to the calendar should be submitted to Gladys Lopez, Executive Assistant (glopez@sorosny.org or phone extension # 1394), the third day of each month.