

JULY 2018	AUGUST 2018	SEPTEMBER 2018
<p>STEP Program in progress all mont</p> <p>1—Inbound Tour of USA begins</p> <p>9—Mandatory District level training Bville Library</p> <p>16-- Mandatory District level training N. Utica Community Center</p> <p>23—Mandatory District level training Oneida Library</p> <p>29: Mandatory Rebound Orientation</p> <p>31—Tour of USA ends (Doubletree)</p>	<p>STEP Program in progress all month</p> <p>1—Welcome Home Dinner (Fireside Inn)</p> <p>2018-19 Inbounds arrive various dates</p> <p>2018-19 Outbounds depart various dates</p>	<p>7-9-- Inbound Orientation (Bville) Exec. Ctee (at Orientation)</p> <p>Recruitment for 2019-20 Outbounds</p> <p>Recruit Summer 2019 STEP</p> <p>Annual report to RI</p>
OCTOBER 2018	NOVEMBER 2018	DECEMBER 2018
<p>1—Club Hosting Agreements 19-20 sent (Sixty Day home visit due various times for Inbound students)</p> <p>15—Host Club Agreements due (Clubs need to commit to Host for following year so we can determine # of students to place.</p> <p>31—Complete Outbound Appl and fee due</p>	<p>Contracts with Exchange Partners</p> <p>10 & 11--Outbound Interviews (Oneida)</p> <p>11—Outbound Placement meeting</p> <p>11—Executive Committee meeting (tentative)</p> <p>Continue recruiting STEP 2019 candidates</p>	<p>7-9—Optional NYC trip for Inbounds</p> <p>15—Placement letters to Outbounds sent</p> <p>Recruit for STEP</p>

JANUARY 2019	FEBRUARY 2019	MARCH 2019
<p>15—STEP Applications due to Club YEO —Inbound Orientation 2 (Oneida)</p> <p>27—Outbound Orientation I (Oneida) —Exec. Ctee (Oneida HS Library)</p> <p>Keep track of 60 day check in after HF switch</p> <p>STEP applications due soon!</p>	<p>1: STEP Applications due to Catherine Docous</p> <p>Case Scholarship and District Scholarship applications due</p>	<p>2—Outbound Orientation 2 Inbound Placements announced STEP Placements announced</p> <p>: MDPETS</p>
APRIL 2019	MAY 2019	JUNE 2019
<p>Outbound Orientation 2</p> <p>—District Training Assembly</p> <p>--STEP Orientation</p> <p>--Keep track of 60 day check in after HF switch</p> <p>60 day visits on Inbounds likely due</p>	<p>3-5 District Conference (Lake Placid)</p> <p>11—Outbound Orientation 3</p> <p>31-June 1: Outbound Orientation 4</p> <p>Guarantee Forms collected and sent all month</p>	<p>1—Inbound Email #1 gets sent —Outbound Orientation III (Utica College)</p> <p>—Exec. Ctee (at Utica College)</p> <p>10—Inbound Email #2 gets sent 15—Inbound Email #3 gets sent 22—Inbound Email #4 gets sent</p> <p>Guarantee Forms collected and sent all month</p> <p>30—Inbound Email #5 get sent</p>