Advising:
Experience Report Components
Approve posting of Experience Reports to VIH E-portfolios
CEE Resources

September
Marketing:
Market the VIH Program on campus targeting students that identify with at least one of the five indicators of diversity.
Hold VIH Info Sessions
Supervise VIH awardees’ 6 of 12 marketing hours

Advising:
Current Cohort on CEE Ideas

October 7: Campus Coordinators approve CEE Approval Forms

November
November 1: Application Deadline
November 10: Complete Professional Development and Marketing Funds Survey found on For Coordinators page of VIH Website
November 2-24: Conduct Interviews
November 25: Deadline for Campus Coordinators to send scanned copies of awardees’ standardized applications.

December
Advising:
CEE
Program choices

October
Marketing:
Market the VIH program on campus targeting students that identify with at least one of the five indicators of diversity.
Hold VIH Info Sessions
Supervise VIH awardees’ 6 of 12 marketing hours

Advising:
CEE
Program choices

Beginning of the Month:
Supplemental funding determined & notifications are sent
Spring Mentoring Program begins
Send Acceptance Letter and Agreement Form to awardees
Set up a group meeting to review the Acceptance Letter and Letter of Agreement
Verify that awardees have sent a professional jpeg photo to be uploaded to the VIH E-portfolio

January 19:
Email copies of the awardees' signed Acceptance Letters and Agreement Forms

January 30:
Confirm students admitted to approved study abroad programs
Complete the Campus Coordinators’ Survey
Finalized list of students, programs, and scholarships is given to Heinz Endowments
CEEs and CEE Reports Due

January
Advising:
CEE
Program choices

Marketing:
Encourage applicants for next year

March
Marketing:
Encourage applicants for next year

Important Dates:
Leadership Development Retreat: Global

Exact dates available on retreats pages of VIH Website

Summer
Important Events:
Campus Coordinators' Meeting
Cohort's International Experience

February
Important Events:
Letters to Presidents of VIH institutions are mailed
Presidents of Institutions sign letters
Follow up with appropriate point person in Institutional Advancement

Advising:
Meet with students to go over their pre-retreat assignments and Goals & Action Plans

Marketing:
Encourage applicants for next year

This is to be used in conjunction with the word document version of the Timeline which contains additional related information.