FISCAL YEAR 2023

LEADER’S PLANNER

Questions or Recommendations:

Civil Air Patrol, Oregon Wing Headquarters  
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Eugene, OR 97402

541-688-9408

# Contents

Using This Planner 2

Education & Training Forecasting 3

Specialty Track Progression 4

Mission Essential Functions 6

October 8

November 22

December 36

January 48

February 60

March 72

April 86

May 98

June 110

July 124

August 136

September 150

Developing SMART Goals 162

Spring/Fall Open House Tips 163

Sample Event Backdating Timeline 164

Sample Activity/Event Budget Categories 165

Selected Job Aids 165

# Using This Planner

Civil Air Patrol Officers and NCOs can take advantage of the different sections in this planner to outline personal and mission-related goals for Fiscal year 2023.

Having a tool aligned to the fiscal year, instead of the calendar year, can be helpful for:

* Cadet recruiting (since it more closely aligns with the academic calendar),
* Operations and Emergency Services events (appropriated funding is tied to the federal budget), and
* allowing time to do some long-range planning between October and December, which can provide added focus before the calendar year changes.

The first section of this planner is for long-range planning Education & Training, Specialty Track, and duty-position related goals. It is important to share the information you put together with peers, supervisors, and subordinates. Goals are more easily achieved when combined with effective personal communication to ensure everyone is working toward the same outcomes.

Each month has an ‘at-a-glance’ spread for broad views of plans. Adding details about unit activities, wing events, and community functions will help deconflict and prioritize your own plans. There are also monthly check-in pages to look back as what’s been working well, what needs additional attention, and what’s on the horizon. Spaces for recording tasks and other notes to support this process are on the pages opposite the check-ins. Each week has a pair of facing pages, with space to add detailed information about what’s happening each day.

The end of the planner has tools to help with planning tasks for various roles in your unit. All this was developed to help you develop effective plans, and track progress as those plans change along the way.

If you have any recommendations for refining the tools in this planner, please feel free to share. Contact information is available inside the front cover. Semper Vigilans!

# Education & Training Forecasting:

1. **What is your Education & Training Level on October 1, 2022?**\_\_ Level 1 \_\_ Level 2 \_\_ Level 3 \_\_ Level 4 \_\_ Level 5
2. **Summarize the requirements you need to advance to the next training level:**
3. **What on-site, online, or outside training opportunities are available in FY 2023?** (e.g., Level 4, Training Leaders of Cadets, or ICS 300)
4. **In addition to advancing in an Education & Training level (if applicable), what other requirements to you need to complete in order to promote?**

**Discuss this progression plan with your Commander, or Supervisor. They can help you adjust, identify opportunities to accomplish training, and connect you with additional resources.** Summarize their feedback:

# Specialty Track Progression:

1. **What specialty track(s) do you want to advance in during this year?**\_\_ 200 Personnel \_\_ 215 Aerospace Education  
   \_\_ 201 Public Affairs \_\_ 216 Cadet Programs  
   \_\_ 202 Finance \_\_ 217 Safety  
   \_\_ 203 Inspector General \_\_ 220 Health Services  
   \_\_ 204 Education & Training \_\_ 221 Chaplain  
   \_\_ 205 Administration \_\_ 222 Command  
   \_\_ 206 Logistics \_\_ 223 Historian  
   \_\_ 211 Operations \_\_ 225 Character Development  
   \_\_ 212 Standardization & Evaluation \_\_ 226 Recruiting & Retention  
   \_\_ 213 Emergency Services \_\_ 227 Information Technology  
   \_\_ 214 Communications
2. **Review the specialty track study guide and summarize the requirements you need to advance to the specialty track level:**
3. **Who can be an appropriate On-the-Job-Training (OJT) mentor to support your effort toward this advancement?**
4. Indicate four objectives you’d like to meet to achieve this training goal:
   1. Objective 1:
      1. Deadline:
      2. What support &/or resources do you need?
   2. Objective 2:
      1. Deadline:
      2. What support &/or resources do you need?
   3. Objective 3:
      1. Deadline:
      2. What support &/or resources do you need?
   4. Objective 4:
      1. Deadline:
      2. What support &/or resources do you need?

**Discuss this progression plan with your Commander, Supervisor, or Education& Training Officer. They can help you adjust, identify opportunities to accomplish training, and connect you with additional resources.** Summarize their feedback:

Mission Essential Functions:

1. **Review the Compliance Inspection/Subordinate Unit Inspection worksheets related to your primary CAP duty?**
2. **Summarize the “must-do” compliance requirements identified for your role:**
3. **If those tasks (above) are the minimum requirement for your duty position, what are 3 things you would like to pursue in addition to those?**
   1. Objective 1:
      1. Deadline:
      2. What support &/or resources do you need?
   2. Objective 2:
      1. Deadline:
      2. What support &/or resources do you need?
   3. Objective 3:
      1. Deadline:
      2. What support &/or resources do you need?
4. **Gather together those objectives, the inspection worksheets, written guidance from your counterpart at higher headquarters, and correspondence with counterparts at lower/lateral echelons. Use this collateral to develop SMART goals for your duty position for the year.**
5. **Build a budget for your CAP duty position, and provide it to your Supervisor, Commander, &/or Finance Officer. Include what you plan on doing with no additional funds, and what you’d like to accomplish if you are able to get sufficient funding.**
6. **Prepare a memo to present your Annual Program Plan, including your SMART goals and budget. Share a copy with your team members, with your leadership, and with your counterparts at other echelons.**

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| **MONTH AT-A-GLANCE** | | | | | | | | | | | | | |
| **MONDAY** | | **TUESDAY** | | | | **WEDNESDAY** | | | | | **THURSDAY** | | |
| **26** |  | **27** | |  | | **28** | | |  | | **29** | |  |
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| **10** |  | **11** | |  | | **12** | | |  | | **13** | |  |
| Indigenous Peoples Day | |  | | | |  | | | | |  | | |
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| **24** |  | **25** | |  | | **26** | | |  | | **27** | |  |
| Diwali | |  | | | |  | | | | |  | | |
| **31** |  | **1** | |  | | **2** | | |  | | **3** | |  |
| Halloween | |  | | | |  | | | | |  | | |
| **OCTOBER 2022** | | | | | | | | | |  | | **NOTES** | |
| **FRIDAY** | | | **SATURDAY** | | | | **SUNDAY** | | |  | |  | |
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| **Looking Back: September 2022** | |
| **Successes:** | **Challenges:** |
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| **Coming Up: October 2022** | |
| **Opportunities:** | **Threats:** |
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| **Looking Ahead: November 2022 & Beyond** | |
| **Essential Tasks:** | **Secondary Objectives:** |
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| **Task Tracking** | | | | | | |  | | | **NOTES** | | | | | |
| 🗶/✓ | Priority | Task | | | | |  | | |  | | | | | |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **29 SEP** |  | | **Friday** | | **30 SEP** | |  | | **Saturday** | **1 OCT** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **3 OCT** |  | | **Tuesday** | | **4 OCT** | |  | | **Wednesday** | **5 OCT** |
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| **Thursday** | **6 OCT** |  | | **Friday** | | **7 OCT** | |  | | **Saturday** | **8 OCT** |
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| **Monday** | **10 OCT** |  | | **Tuesday** | | **11 OCT** | |  | | **Wednesday** | **12 OCT** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **13 OCT** |  | | **Friday** | | **14 OCT** | |  | | **Saturday** | **15 OCT** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **20 OCT** |  | | **Friday** | | **21 OCT** | |  | | **Saturday** | **22 OCT** |
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|  | |  | |  | | | |  | | **Sunday** | **23 OCT** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **24 OCT** |  | | **Tuesday** | | **25 OCT** | |  | | **Wednesday** | **26 OCT** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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|  | | |  | | | | | | 31 OCT is found on Page 26 🡪 | | |
| **Thursday** | **27 OCT** |  | | **Friday** | | **28 OCT** | |  | | **Saturday** | **29 OCT** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **MONTH AT-A-GLANCE** | | | | | | | | | | | | | |
| **MONDAY** | | **TUESDAY** | | | | **WEDNESDAY** | | | | | **THURSDAY** | | |
| **31** |  | **1** | |  | | **2** | | |  | | **3** | |  |
|  | |  | | | |  | | | | |  | | |
| **7** |  | **8** | |  | | **9** | | |  | | **10** | |  |
|  | | Election Day | | | |  | | | | |  | | |
| **14** |  | **15** | |  | | **16** | | |  | | **17** | |  |
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| **21** |  | **22** | |  | | **23** | | |  | | **24** | |  |
|  | |  | | | |  | | | | | Thanksgiving Day | | |
| **28** |  | **29** | |  | | **30** | | |  | | **1** | |  |
|  | | Giving Tuesday | | | |  | | | | |  | | |
| **NOVEMBER 2022** | | | | | | | | | |  | | **NOTES** | |
| **FRIDAY** | | | **SATURDAY** | | | | **SUNDAY** | | |  | |  | |
| **4** |  | | **5** | |  | | **6** |  | |  | |  | |
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|  | | |  | | | | Daylight Savings Time Ends | | |  | |  | |
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| **11** |  | | **12** | |  | | **13** |  | |  | |  | |
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| Veterans Day | | |  | | | |  | | |  | |  | |
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| **18** |  | | **19** | |  | | **20** |  | |  | |  | |
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| **25** |  | | **26** | |  | | **27** |  | |  | |  | |
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| **Looking Back: October 2022** | |
| **Successes:** | **Challenges:** |
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| **Coming Up: November 2022** | |
| **Opportunities:** | **Threats:** |
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| **Looking Ahead: December 2022 & Beyond** | |
| **Essential Tasks:** | **Secondary Objectives:** |
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| **Task Tracking** | | | | | | |  | | | **NOTES** | | | | | |
| 🗶/✓ | Priority | Task | | | | |  | | |  | | | | | |
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| **Monday** | | | | **31 OCT** |  | | **Tuesday** | | | **1 NOV** | | |  | | **Wednesday** | **2 NOV** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **3 NOV** |  | | **Friday** | | **4 NOV** | |  | | **Saturday** | **5 NOV** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **7 NOV** |  | | **Tuesday** | | **8 NOV** | |  | | **Wednesday** | **9 NOV** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **10 NOV** |  | | **Friday** | | **11 NOV** | |  | | **Saturday** | **12 NOV** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **14 NOV** |  | | **Tuesday** | | **15 NOV** | |  | | **Wednesday** | **16 NOV** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **17 NOV** |  | | **Friday** | | **18 NOV** | |  | | **Saturday** | **19 NOV** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **21 NOV** |  | | **Tuesday** | | **22 NOV** | |  | | **Wednesday** | **23 NOV** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **24 NOV** |  | | **Friday** | | **25 NOV** | |  | | **Saturday** | **26 NOV** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **28 NOV** |  | | **Tuesday** | | **29 NOV** | |  | | **Wednesday** | **30 NOV** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **1 DEC** |  | | **Friday** | | **2 DEC** | |  | | **Saturday** | **3 DEC** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **MONTH AT-A-GLANCE** | | | | | | | | | | | | | |
| **MONDAY** | | **TUESDAY** | | | | **WEDNESDAY** | | | | | **THURSDAY** | | |
| **28** |  | **29** | |  | | **30** | | |  | | **1** | |  |
|  | |  | | | |  | | | | | Civil Air Patrol’s Birthday | | |
| **5** |  | **6** | |  | | **7** | | |  | | **8** | |  |
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| **12** |  | **13** | |  | | **14** | | |  | | **15** | |  |
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| **19** |  | **20** | |  | | **21** | | |  | | **22** | |  |
| First Night of Hanukkah | | US Space Force’s Birthday | | | |  | | | | |  | | |
| **26** |  | **27** | |  | | **29** | | |  | | **29** | |  |
| Kwanzaa (Christmas Day Observed) | |  | | | |  | | | | |  | | |
| **DECEMBER 2022** | | | | | | | | | |  | | **NOTES** | |
| **FRIDAY** | | | **SATURDAY** | | | | **SUNDAY** | | |  | |  | |
| **2** |  | | **3** | |  | | **4** |  | |  | |  | |
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|  | | | CAP Sabbath | | | | CAP Sunday | | |  | |  | |
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| **23** |  | | **24** | |  | | **25** |  | |  | |  | |
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|  | | |  | | | | Christmas Day | | |  | |  | |
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| **30** |  | | **31** | |  | | **1** |  | |  | |  | |
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|  | | | New Year’s Eve | | | |  | | |  | |  | |
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| **Looking Back: November 2022** | |
| **Successes:** | **Challenges:** |
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| **Coming Up: December 2022** | |
| **Opportunities:** | **Threats:** |
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| **Looking Ahead: January 2023 & Beyond** | |
| **Essential Tasks:** | **Secondary Objectives:** |
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| **Task Tracking** | | | | | | |  | | | **NOTES** | | | | | |
| 🗶/✓ | Priority | Task | | | | |  | | |  | | | | | |
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| 🡨 1-4 DEC are found on Page 35 | | | | | |  | | | | | | | |  | | |
| **Monday** | | | | **5 DEC** |  | | **Tuesday** | | | **6 DEC** | | |  | | **Wednesday** | **7 DEC** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **8 DEC** |  | | **Friday** | | **9 DEC** | |  | | **Saturday** | **10 DEC** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **12 DEC** |  | | **Tuesday** | | **13 DEC** | |  | | **Wednesday** | **14 DEC** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **15 DEC** |  | | **Friday** | | **16 DEC** | |  | | **Saturday** | **17 DEC** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **19 DEC** |  | | **Tuesday** | | **20 DEC** | |  | | **Wednesday** | **21 DEC** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **22 DEC** |  | | **Friday** | | **23 DEC** | |  | | **Saturday** | **24 DEC** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **26 DEC** |  | | **Tuesday** | | **27 DEC** | |  | | **Wednesday** | **28 DEC** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **29 DEC** |  | | **Friday** | | **30 DEC** | |  | | **Saturday** | **31 DEC** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **MONTH AT-A-GLANCE** | | | | | | | | | | | | | |
| **MONDAY** | | **TUESDAY** | | | | **WEDNESDAY** | | | | | **THURSDAY** | | |
| **26** |  | **27** | |  | | **28** | | |  | | **29** | |  |
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| **2** |  | **3** | |  | | **4** | | |  | | **5** | |  |
| New Year's Day (Observed) | |  | | | |  | | | | |  | | |
| **9** |  | **10** | |  | | **11** | | |  | | **12** | |  |
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| **16** |  | **17** | |  | | **18** | | |  | | **19** | |  |
| Martin Luther King Junior Day | |  | | | |  | | | | |  | | |
| **23** |  | **24** | |  | | **25** | | |  | | **26** | |  |
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| **JANUARY 2023** | | | | | | | | | |  | | **NOTES** | |
| **FRIDAY** | | | **SATURDAY** | | | | **SUNDAY** | | |  | |  | |
| **30** |  | | **31** | |  | | **1** |  | |  | |  | |
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| **27** |  | | **28** | |  | | **29** |  | |  | |  | |
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| **Looking Back: December 2022** | |
| **Successes:** | **Challenges:** |
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| **Coming Up: January 2023** | |
| **Opportunities:** | **Threats:** |
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| **Looking Ahead: February 2023 & Beyond** | |
| **Essential Tasks:** | **Secondary Objectives:** |
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| **Task Tracking** | | | | | | |  | | | **NOTES** | | | | | |
| 🗶/✓ | Priority | Task | | | | |  | | |  | | | | | |
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| 🡨 1 JAN is found on Page 47 | | | | | |  | | | | | | | |  | | |
| **Monday** | | | | **2 JAN** |  | | **Tuesday** | | | **3 JAN** | | |  | | **Wednesday** | **4 JAN** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **5 JAN** |  | | **Friday** | | **6 JAN** | |  | | **Saturday** | **7 JAN** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **9 JAN** |  | | **Tuesday** | | **10 JAN** | |  | | **Wednesday** | **11 JAN** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **12 JAN** |  | | **Friday** | | **13 JAN** | |  | | **Saturday** | **14 JAN** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **16 JAN** |  | | **Tuesday** | | **17 JAN** | |  | | **Wednesday** | **18 JAN** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **19 JAN** |  | | **Friday** | | **20 JAN** | |  | | **Saturday** | **21 JAN** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **23 JAN** |  | | **Tuesday** | | **24 JAN** | |  | | **Wednesday** | **25 JAN** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **26 JAN** |  | | **Friday** | | **27 JAN** | |  | | **Saturday** | **28 JAN** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **MONTH AT-A-GLANCE** | | | | | | | | | | | | | |
| **MONDAY** | | **TUESDAY** | | | | **WEDNESDAY** | | | | | **THURSDAY** | | |
| **30** |  | **31** | |  | | **1** | | |  | | **2** | |  |
|  | |  | | | |  | | | | | Groundhog Day | | |
| **6** |  | **7** | |  | | **8** | | |  | | **9** | |  |
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| **13** |  | **14** | |  | | **15** | | |  | | **16** | |  |
|  | | Valentine’s Day | | | |  | | | | |  | | |
| **20** |  | **21** | |  | | **22** | | |  | | **23** | |  |
| Presidents’ Day | |  | | | |  | | | | |  | | |
| **27** |  | **28** | |  | | **1** | | |  | | **2** | |  |
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| **FEBRUARY 2023** | | | | | | | | | |  | | **NOTES** | |
| **FRIDAY** | | | **SATURDAY** | | | | **SUNDAY** | | |  | |  | |
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| **Looking Back: January 2023** | |
| **Successes:** | **Challenges:** |
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| **Coming Up: February 2023** | |
| **Opportunities:** | **Threats:** |
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| **Looking Ahead: March 2023 & Beyond** | |
| **Essential Tasks:** | **Secondary Objectives:** |
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| **Task Tracking** | | | | | | |  | | | **NOTES** | | | | | |
| 🗶/✓ | Priority | Task | | | | |  | | |  | | | | | |
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| **Monday** | | | | **30 JAN** |  | | **Tuesday** | | | **31 JAN** | | |  | | **Wednesday** | **1 FEB** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **2 FEB** |  | | **Friday** | | **3 FEB** | |  | | **Saturday** | **4 FEB** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **6 FEB** |  | | **Tuesday** | | **7 FEB** | |  | | **Wednesday** | **8 FEB** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **9 FEB** |  | | **Friday** | | **10 FEB** | |  | | **Saturday** | **11 FEB** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **13 FEB** |  | | **Tuesday** | | **14 FEB** | |  | | **Wednesday** | **15 FEB** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **16 FEB** |  | | **Friday** | | **17 FEB** | |  | | **Saturday** | **18 FEB** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **20 FEB** |  | | **Tuesday** | | **21 FEB** | |  | | **Wednesday** | **22 FEB** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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|  | | |  | | | | | | 27-28 FEB are found on Page 76 🡪 | | |
| **Thursday** | **23 FEB** |  | | **Friday** | | **24 FEB** | |  | | **Saturday** | **25 FEB** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **MONTH AT-A-GLANCE** | | | | | | | | | | | | | |
| **MONDAY** | | **TUESDAY** | | | | **WEDNESDAY** | | | | | **THURSDAY** | | |
| **27** |  | **28** | |  | | **1** | | |  | | **2** | |  |
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| **6** |  | **7** | |  | | **8** | | |  | | **9** | |  |
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| **13** |  | **14** | |  | | **15** | | |  | | **16** | |  |
|  | | Pi Day | | | |  | | | | |  | | |
| **20** |  | **21** | |  | | **22** | | |  | | **23** | |  |
|  | |  | | | | Start of Ramadan | | | | |  | | |
| **27** |  | **28** | |  | | **29** | | |  | | **30** | |  |
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| **MARCH 2023** | | | | | | | | | |  | | **NOTES** | |
| **FRIDAY** | | | **SATURDAY** | | | | **SUNDAY** | | |  | |  | |
| **3** |  | | **4** | |  | | **5** |  | |  | |  | |
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| **10** |  | | **11** | |  | | **12** |  | |  | |  | |
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|  | | |  | | | | Daylight Savings Time Begins | | |  | |  | |
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| **17** |  | | **18** | |  | | **19** |  | |  | |  | |
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| St Patrick’s Day | | |  | | | |  | | |  | |  | |
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| **24** |  | | **25** | |  | | **26** |  | |  | |  | |
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| **Looking Back: February 2023** | |
| **Successes:** | **Challenges:** |
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| **Coming Up: March 2023** | |
| **Opportunities:** | **Threats:** |
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| **Looking Ahead: April 2023 & Beyond** | |
| **Essential Tasks:** | **Secondary Objectives:** |
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| **Task Tracking** | | | | | | |  | | | **NOTES** | | | | | |
| 🗶/✓ | Priority | Task | | | | |  | | |  | | | | | |
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| **Monday** | | | | **27 FEB** |  | | **Tuesday** | | | **28 FEB** | | |  | | **Wednesday** | **1 MAR** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **2 MAR** |  | | **Friday** | | **3 MAR** | |  | | **Saturday** | **4 MAR** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **6 MAR** |  | | **Tuesday** | | **7 MAR** | |  | | **Wednesday** | **8 MAR** |
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| **Thursday** | **9 MAR** |  | | **Friday** | | **10 MAR** | |  | | **Saturday** | **11 MAR** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **13 MAR** |  | | **Tuesday** | | **14 MAR** | |  | | **Wednesday** | **15 MAR** |
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| **Thursday** | **16 MAR** |  | | **Friday** | | **17 MAR** | |  | | **Saturday** | **18 MAR** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **20 MAR** |  | | **Tuesday** | | **21 MAR** | |  | | **Wednesday** | **22 MAR** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **23 MAR** |  | | **Friday** | | **24 MAR** | |  | | **Saturday** | **25 MAR** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **27 MAR** |  | | **Tuesday** | | **28 MAR** | |  | | **Wednesday** | **29 MAR** |
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| **Thursday** | **30 MAR** |  | | **Friday** | | **31 MAR** | |  | | **Saturday** | **1 APR** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **MONTH AT-A-GLANCE** | | | | | | | | | | | | | |
| **MONDAY** | | **TUESDAY** | | | | **WEDNESDAY** | | | | | **THURSDAY** | | |
| **27** |  | **28** | |  | | **29** | | |  | | **30** | |  |
|  | |  | | | |  | | | | |  | | |
| **3** |  | **4** | |  | | **5** | | |  | | **6** | |  |
|  | |  | | | | Passover | | | | |  | | |
| **10** |  | **11** | |  | | **12** | | |  | | **13** | |  |
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| **17** |  | **18** | |  | | **19** | | |  | | **20** | |  |
| Tax Day | |  | | | |  | | | | |  | | |
| **24** |  | **25** | |  | | **26** | | |  | | **27** | |  |
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| **APRIL 2023** | | | | | | | | | |  | | **NOTES** | |
| **FRIDAY** | | | **SATURDAY** | | | | **SUNDAY** | | |  | |  | |
| **31** |  | | **1** | |  | | **2** |  | |  | |  | |
|  | |
|  | | | April Fools’ Day | | | |  | | |  | |  | |
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| **7** |  | | **8** | |  | | **9** |  | |  | |  | |
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|  | | |  | | | | Easter | | |  | |  | |
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| **21** |  | | **22** | |  | | **23** |  | |  | |  | |
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| Eid al-Fitr | | | Earth Day | | | |  | | |  | |  | |
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| **28** |  | | **29** | |  | | **30** |  | |  | |  | |
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| **Looking Back: March 2023** | |
| **Successes:** | **Challenges:** |
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| **Coming Up: April 2023** | |
| **Opportunities:** | **Threats:** |
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| **Looking Ahead: May 2023 & Beyond** | |
| **Essential Tasks:** | **Secondary Objectives:** |
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| **Task Tracking** | | | | | | |  | | | **NOTES** | | | | | |
| 🗶/✓ | Priority | Task | | | | |  | | |  | | | | | |
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| 🡨 1-2 APR are found on Page 85 | | | | | |  | | | | | | | |  | | |
| **Monday** | | | | **3 APR** |  | | **Tuesday** | | | **4 APR** | | |  | | **Wednesday** | **5 APR** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **6 APR** |  | | **Friday** | | **7 APR** | |  | | **Saturday** | **8 APR** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **10 APR** |  | | **Tuesday** | | **11 APR** | |  | | **Wednesday** | **12 APR** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **13 APR** |  | | **Friday** | | **14 APR** | |  | | **Saturday** | **15 APR** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **17 APR** |  | | **Tuesday** | | **18 APR** | |  | | **Wednesday** | **19 APR** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **20 APR** |  | | **Friday** | | **21 APR** | |  | | **Saturday** | **22 APR** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **24 APR** |  | | **Tuesday** | | **25 APR** | |  | | **Wednesday** | **26 APR** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **27 APR** |  | | **Friday** | | **28 APR** | |  | | **Saturday** | **29 APR** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **MONTH AT-A-GLANCE** | | | | | | | | | | | | | |
| **MONDAY** | | **TUESDAY** | | | | **WEDNESDAY** | | | | | **THURSDAY** | | |
| **1** |  | **2** | |  | | **3** | | |  | | **4** | |  |
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| **15** |  | **16** | |  | | **17** | | |  | | **18** | |  |
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| **22** |  | **23** | |  | | **24** | | |  | | **25** | |  |
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| **29** |  | **30** | |  | | **31** | | |  | | **1** | |  |
| Memorial Day | |  | | | |  | | | | |  | | |
| **MAY 2023** | | | | | | | | | |  | | **NOTES** | |
| **FRIDAY** | | | **SATURDAY** | | | | **SUNDAY** | | |  | |  | |
| **5** |  | | **6** | |  | | **7** |  | |  | |  | |
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| Cinco de Mayo | | |  | | | |  | | |  | |  | |
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| **12** |  | | **13** | |  | | **14** |  | |  | |  | |
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|  | | |  | | | | Mother’s Day | | |  | |  | |
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| **14** |  | | **15** | |  | | **16** |  | |  | |  | |
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| **Looking Back: April 2023** | |
| **Successes:** | **Challenges:** |
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| **Coming Up: May 2023** | |
| **Opportunities:** | **Threats:** |
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| **Looking Ahead: June 2023 & Beyond** | |
| **Essential Tasks:** | **Secondary Objectives:** |
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| **Task Tracking** | | | | | | |  | | | **NOTES** | | | | | |
| 🗶/✓ | Priority | Task | | | | |  | | |  | | | | | |
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| **Monday** | | | | **1 MAY** |  | | **Tuesday** | | | **2 MAY** | | |  | | **Wednesday** | **3 MAY** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **4 MAY** |  | | **Friday** | | **5 MAY** | |  | | **Saturday** | **6 MAY** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **8 MAY** |  | | **Tuesday** | | **9 MAY** | |  | | **Wednesday** | **10 MAY** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **11 MAY** |  | | **Friday** | | **12 MAY** | |  | | **Saturday** | **13 MAY** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **15 MAY** |  | | **Tuesday** | | **16 MAY** | |  | | **Wednesday** | **17 MAY** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **18 MAY** |  | | **Friday** | | **19 MAY** | |  | | **Saturday** | **20 MAY** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **22 MAY** |  | | **Tuesday** | | **23 MAY** | |  | | **Wednesday** | **24 MAY** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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|  | | |  | | | | | | 29-31 MAY are found on Page 114 🡪 | | |
| **Thursday** | **25 MAY** |  | | **Friday** | | **26 MAY** | |  | | **Saturday** | **27 MAY** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **MONTH AT-A-GLANCE** | | | | | | | | | | | | | |
| **MONDAY** | | **TUESDAY** | | | | **WEDNESDAY** | | | | | **THURSDAY** | | |
| **29** |  | **30** | |  | | **31** | | |  | | **1** | |  |
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| **5** |  | **6** | |  | | **7** | | |  | | **8** | |  |
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| **12** |  | **13** | |  | | **14** | | |  | | **15** | |  |
|  | |  | | | | Flag Day | | | | |  | | |
| **19** |  | **20** | |  | | **21** | | |  | | **22** | |  |
| Juneteenth | |  | | | |  | | | | |  | | |
| **26** |  | **27** | |  | | **28** | | |  | | **29** | |  |
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| **JUNE 2023** | | | | | | | | | |  | | **NOTES** | |
| **FRIDAY** | | | **SATURDAY** | | | | **SUNDAY** | | |  | |  | |
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| **16** |  | | **17** | |  | | **18** |  | |  | |  | |
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|  | | |  | | | | Father’s Day | | |  | |  | |
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| **23** |  | | **24** | |  | | **25** |  | |  | |  | |
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| **Looking Back: May 2023** | |
| **Successes:** | **Challenges:** |
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| **Coming Up: June 2023** | |
| **Opportunities:** | **Threats:** |
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| **Looking Ahead: July 2023 & Beyond** | |
| **Essential Tasks:** | **Secondary Objectives:** |
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| **Task Tracking** | | | | | | |  | | | **NOTES** | | | | | |
| 🗶/✓ | Priority | Task | | | | |  | | |  | | | | | |
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| **Monday** | | | | **29 MAY** |  | | **Tuesday** | | | **30 MAY** | | |  | | **Wednesday** | **31 MAY** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **1 JUN** |  | | **Friday** | | **2 JUN** | |  | | **Saturday** | **3 JUN** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **5 JUN** |  | | **Tuesday** | | **6 JUN** | |  | | **Wednesday** | **7 JUN** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **8 JUN** |  | | **Friday** | | **9 JUN** | |  | | **Saturday** | **10 JUN** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **12 JUN** |  | | **Tuesday** | | **13 JUN** | |  | | **Wednesday** | **14 JUN** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **15 JUN** |  | | **Friday** | | **16 JUN** | |  | | **Saturday** | **17 JUN** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **19 JUN** |  | | **Tuesday** | | **20 JUN** | |  | | **Wednesday** | **21 JUN** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **22 JUN** |  | | **Friday** | | **23 JUN** | |  | | **Saturday** | **24 JUN** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **26 JUN** |  | | **Tuesday** | | **27 JUN** | |  | | **Wednesday** | **28 JUN** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **29 JUN** |  | | **Friday** | | **30 JUN** | |  | | **Saturday** | **1 JUL** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **MONTH AT-A-GLANCE** | | | | | | | | | | | | | |
| **MONDAY** | | **TUESDAY** | | | | **WEDNESDAY** | | | | | **THURSDAY** | | |
| **26** |  | **27** | |  | | **28** | | |  | | **29** | |  |
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| **3** |  | **4** | |  | | **5** | | |  | | **6** | |  |
|  | | Independence Day | | | |  | | | | |  | | |
| **10** |  | **11** | |  | | **12** | | |  | | **13** | |  |
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| **31** |  | **1** | |  | | **2** | | |  | | **3** | |  |
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| **JULY 2023** | | | | | | | | | |  | | **NOTES** | |
| **FRIDAY** | | | **SATURDAY** | | | | **SUNDAY** | | |  | |  | |
| **30** |  | | **1** | |  | | **2** |  | |  | |  | |
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| **Looking Back: June 2022** | |
| **Successes:** | **Challenges:** |
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| **Coming Up: July 2023** | |
| **Opportunities:** | **Threats:** |
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| **Looking Ahead: August 2023 & Beyond** | |
| **Essential Tasks:** | **Secondary Objectives:** |
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| **Task Tracking** | | | | | | |  | | | **NOTES** | | | | | |
| 🗶/✓ | Priority | Task | | | | |  | | |  | | | | | |
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| **Monday** | | | | **3 JUL** |  | | **Tuesday** | | | **4 JUL** | | |  | | **Wednesday** | **5 JUL** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **6 JUL** |  | | **Friday** | | **7 JUL** | |  | | **Saturday** | **8 JUL** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **10 JUL** |  | | **Tuesday** | | **11 JUL** | |  | | **Wednesday** | **12 JUL** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **13 JUL** |  | | **Friday** | | **14 JUL** | |  | | **Saturday** | **15 JUL** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **17 JUL** |  | | **Tuesday** | | **18 JUL** | |  | | **Wednesday** | **19 JUL** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **20 JUL** |  | | **Friday** | | **21 JUL** | |  | | **Saturday** | **22 JUL** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **24 JUL** |  | | **Tuesday** | | **25 JUL** | |  | | **Wednesday** | **26 JUL** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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|  | | |  | | | | | | 31 JUL is found on Page 140 🡪 | | |
| **Thursday** | **27 JUL** |  | | **Friday** | | **28 JUL** | |  | | **Saturday** | **29 JUL** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **MONTH AT-A-GLANCE** | | | | | | | | | | | | | |
| **MONDAY** | | **TUESDAY** | | | | **WEDNESDAY** | | | | | **THURSDAY** | | |
| **31** |  | **1** | |  | | **2** | | |  | | **3** | |  |
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| **21** |  | **22** | |  | | **23** | | |  | | **24** | |  |
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| **28** |  | **29** | |  | | **30** | | |  | | **31** | |  |
| Memorial Day | |  | | | |  | | | | |  | | |
| **AUGUST 2023** | | | | | | | | | |  | | **NOTES** | |
| **FRIDAY** | | | **SATURDAY** | | | | **SUNDAY** | | |  | |  | |
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|  | | | National Aviation Day | | | |  | | |  | |  | |
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| **25** |  | | **26** | |  | | **27** |  | |  | |  | |
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| **Looking Back: July 2023** | |
| **Successes:** | **Challenges:** |
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| **Coming Up: August 2023** | |
| **Opportunities:** | **Threats:** |
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| **Looking Ahead: September 2023 & Beyond** | |
| **Essential Tasks:** | **Secondary Objectives:** |
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| **Task Tracking** | | | | | | |  | | | **NOTES** | | | | | |
| 🗶/✓ | Priority | Task | | | | |  | | |  | | | | | |
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| **Monday** | | | | **31 JUL** |  | | **Tuesday** | | | **1 AUG** | | |  | | **Wednesday** | **2 AUG** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **3 AUG** |  | | **Friday** | | **4 AUG** | |  | | **Saturday** | **5 AUG** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **7 AUG** |  | | **Tuesday** | | **8 AUG** | |  | | **Wednesday** | **9 AUG** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **10 AUG** |  | | **Friday** | | **11 AUG** | |  | | **Saturday** | **12 AUG** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **14 AUG** |  | | **Tuesday** | | **15 AUG** | |  | | **Wednesday** | **16 AUG** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **17 AUG** |  | | **Friday** | | **18 AUG** | |  | | **Saturday** | **19 AUG** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **21 AUG** |  | | **Tuesday** | | **22 AUG** | |  | | **Wednesday** | **23 AUG** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **24 AUG** |  | | **Friday** | | **25 AUG** | |  | | **Saturday** | **26 AUG** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **28 AUG** |  | | **Tuesday** | | **29 AUG** | |  | | **Wednesday** | **30 AUG** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **31 AUG** |  | | **Friday** | | **1 SEP** | |  | | **Saturday** | **2 SEP** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **MONTH AT-A-GLANCE** | | | | | | | | | | | | | |
| **MONDAY** | | **TUESDAY** | | | | **WEDNESDAY** | | | | | **THURSDAY** | | |
| **28** |  | **29** | |  | | **30** | | |  | | **31** | |  |
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| **4** |  | **5** | |  | | **6** | | |  | | **7** | |  |
| Labor Day | |  | | | |  | | | | |  | | |
| **11** |  | **12** | |  | | **13** | | |  | | **14** | |  |
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| **18** |  | **19** | |  | | **20** | | |  | | **21** | |  |
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| **25** |  | **26** | |  | | **27** | | |  | | **28** | |  |
| Yom Kippur | |  | | | |  | | | | |  | | |
| **SEPTEMBER 2023** | | | | | | | | | |  | | **NOTES** | |
| **FRIDAY** | | | **SATURDAY** | | | | **SUNDAY** | | |  | |  | |
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|  | | | Rosh Hashanah | | | |  | | |  | |  | |
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| **22** |  | | **23** | |  | | **24** |  | |  | |  | |
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|  | | | Last Day of the  CAP Fiscal Year | | | |  | | |  | |  | |
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| **Looking Back: August 2023** | |
| **Successes:** | **Challenges:** |
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| **Coming Up: September 2023** | |
| **Opportunities:** | **Threats:** |
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| **Looking Ahead: October 2023 & Beyond** | |
| **Essential Tasks:** | **Secondary Objectives:** |
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| **Task Tracking** | | | | | | |  | | | **NOTES** | | | | | |
| 🗶/✓ | Priority | Task | | | | |  | | |  | | | | | |
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| 🡨 1-3 SEP are found on Page 149 | | | | | |  | | | | | | | |  | | |
| **Monday** | | | | **4 SEP** |  | | **Tuesday** | | | **5 SEP** | | |  | | **Wednesday** | **6 SEP** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **7 SEP** |  | | **Friday** | | **8 SEP** | |  | | **Saturday** | **9 SEP** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **11 SEP** |  | | **Tuesday** | | **12 SEP** | |  | | **Wednesday** | **13 SEP** |
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Integrity First | Volunteer Service Before Self | Excellence in All We Do | Mutual Respect

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| **Thursday** | **14 SEP** |  | | **Friday** | **15 SEP** | | |  | **Saturday** | | **16 SEP** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **18 SEP** |  | | **Tuesday** | | **19 SEP** | |  | | **Wednesday** | **20 SEP** |
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| **Thursday** | **21 SEP** |  | | **Friday** | | **22 SEP** | |  | | **Saturday** | **23 SEP** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Monday** | **25 SEP** |  | | **Tuesday** | | **26 SEP** | |  | | **Wednesday** | **27 SEP** |
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| **Thursday** | **28 SEP** |  | **Friday** | **29 SEP** | | |  | **Saturday** | **30 SEP** |
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Volunteers serving America's communities, saving lives, and shaping futures.

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| **Developing SMART Goals** | |
| **Characteristic** | **Explanation** |
| Specific | Each goal should be discrete. That means each goal should only relate to a single topic, mission area, or objective. Goals that are too broad or that include too many things can be overwhelming and fail because we don’t know what components to focus on. |
| Measurable | Is there a number or characteristic that tells you when you’ve met the goal? How will you track progress towards the goal? How many, how much, how long, etc? |
| Achievable | Can you reach this goal with the resources you have now, such as time, personnel, money, equipment, training, etc? Can you get the resources you need along the way? Setting un-achievable goals can demoralize units and waste resources. |
| Relevant | Does that goal you’re setting relate to the Civil Air Patrol Strategic Plan, to the Region’s or Wing’s goals, or does it otherwise help CAP achieve our Congressionally-assigned missions? If the answer to these are all “No,” then this goal may not be a good use of resources at this time. |
| Time-Bound | This means that there is a deadline that you intend to meet the goal by. It can be challenging, but as with the Achievable characteristic, it should be within the realm of your control. |
| **Putting These Together** | |
| Example SMART Goal: | Thomas will prepare and eat only a chef’s salad for lunch 5 days a week between March 1st and March 15th. |
| Specific | This is a precise goal related to what Thomas chooses to eat. It’s not as vague as a goal like, “Thomas will eat better.” |
| Measurable | There are several measures here, baked-into the example: (1) making 5 chef’s salads each week; (2) eating 5 chef’s salads each week; (3) the alternative foods Tom’s avoiding, and (5) the duration of weeks Tom is pursuing this goal. |
| Achievable | Tom has the required expertise, supplies, time, and budget to accomplish this, and the goal is not so ambitious that it’s likely to fail regardless of effort. |
| Relevant | In this example, the goal is related to healthy choices, and Tom can decide that it is relevant for him. CAP goals should be negotiated and approved by leadership to ensure they are relevant and appropriate to pursue at the time you intend to do so. |
| Time-Bound | This goal has a start-date (March 1st), and end-date (March 15th), and benchmarks along the way (5 salads each week). |
| **Spring/Fall Open House Tips** | |
| **Core Idea** | **Explanation** |
| **Recruiting for Success** | Keeping sufficient numbers of members coming into the pipeline is crucial for accomplishing our missions. Two Open House events each year are a proven method for supporting high-quality Cadet training, sufficient ES personnel for tasking, talented (and not overburdened!) staff leaders, and engagement with the community. |
| **Advertising** | **Local Media:** Radio stations, television stations, newspapers, etc.  **Social Media:** Engaging posts & Ad campaigns on platforms like TikTok, Instagram, Twitter, FaceBook, NextDoor, LinkedIn, Volunteer Match, CraigsList, etc.  **Communities of Interest:**   * Parents & youth – local PTA meetings, home school groups, posters in schools * Teachers – posters in schools, teacher conferences * Pilots – FBOs, aviation stores, flying clubs * Chaplains, Legal Officers, Health Services Officers – Professional groups |
| **Scheduling** | Deconflict the date/time of the open house from competing events. Check community calendars, civic and religious holidays, and school district events. |
| **Open House Team** | Make sure there are people who know their role at the Open House: **guides** to speak to visitors and answer their questions, **leaders** to prepare and present the main overview of CAP and invite people to join, and **facilitators** to host hands-on stations where people can try out the kinds of things we do and get excited. |
| **Call to Action** | The Open House will only be successful if you actually ask people to join CAP.  “Please join! We’re excited to get you involved, and our Great Start cohort begins in 2 weeks. You can get your required 3 visits done between now and then so you’re ready to start with a whole team of new members.” |
| **Sample Hands-On Experiences** | |
| **AE/SUAS** | Facilitated indoor flying of small drone around an obstacle course |
| **ES** | Map & compass lesson, airborne photography camera demo, practice beacon DF |
| **Drill** | Demonstration and teaching basic drill, such as position of attention, saluting, facing movements. |
| **AE STEM Kits** | Any of the various STEM kits could be appropriate. |
| **Aircraft Tour** | If you have a plane available, show prospective members around it. |

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| **Sample Event Backdating Timeline** | | | | |
| **Timeframe** | **Benchmark** | | | |
| **E\* - 365** | Secure Location & Save Date | | | |
| **E - 365** | Identify Activity Director/Officer-in-Charge | | | |
| **E - 330** | Solicit Event Staff | | | |
| **E - 315** | Get Command Approval for Draft Operations-Plan & Budget | | | |
| **E - 300** | Hold Initial Staff Monthly Meeting | | | |
| **E - 285** | Market & Advertise to All Stakeholders | | | |
| **E - 270** | Hold 2nd Staff Meeting | | | |
| **E - 240** | Hold 3rd Staff Meeting | | | |
| **E - 210** | Hold 4th Staff Meeting | | | |
| **E - 180** | Open Event Registration & Re-advertise | | | |
| **E -180** | Hold 5th Staff Meeting | | | |
| **E - 120** | Hold 6th Staff Meeting | | | |
| **E - 90** | Verify Logistics (e.g., permits, insurance, facility walk-thru, messing, billeting, sanitation, etc) | | | |
| **E - 90** | Hold 7th Staff Meeting | | | |
| **E - 75** | Printing deadline (e.g., signs, training aids, promotional materials, or other collateral) | | | |
| **E - 60** | Hold 8th Staff Meeting | | | |
| **E - 30** | Hold 9th Staff Meeting | | | |
| **E - 15** | Final Walk-Through of Facility | | | |
| **E - 3** | Verify materials and supplies | | | |
| **E - 1** | Set-Up | | | |
| **E - Day** | Execute Event | | | |
| **End of E - Day** | Turn-In/Deposit Funds, Prepare Deposit Information & Receipts | | | |
| **E + 3** | Submit any Awards for Staff & Thank-You Cards to Outside Stakeholders | | | |
| **E + 7** | Verify All Financial Deposits/Paperwork and Equipment Returns Completed | | | |
| **E + 15** | Hold After-Action Meeting with Staff & Prepare Report | | | |
| **E + 30** | Submit After Action Report to Higher Headquarters | | | |
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| *\* “E” Stands for “Date of the Event”* | | | | |
| Sample Activity/Event Budget Categories | | | |
| **Expense Categories** | |  | **Income Categories** |
| Supplies: Program | |  | Participant Fees |
| Supplies: Food & Commissary | |  | Staff Fees |
| Supplies: Janitorial | |  | Meals/Guest Fees |
| Supplies: Office & Administration | |  | Concessions: Revenue |
| Postage | |  | Donations |
| Facility Rental | |  |  |
| Cleaning Contract | |  |  |
| Printing | |  |  |
| Recognition: Participants | |  |  |
| Recognition: Staff | |  |  |
| Concessions: Costs | |  |  |
| Scholarships/Subsudiazation | |  |  |
| Fuel | |  |  |
| Contingency (15% of all other costs) | |  |  |

Selected Job Aids (Following Pages)

Always refer to the guidance in properly-issued CAP directive publications. Regulations, Supplements, and Operating Instructions can be found on the Civil Air Patrol’s National Publications Page by visiting www.GoCivilAirPatrol.com.

These job aids were assembled to be supportive, but do not take the place of requirements from CAP leadership. Please use your best judgment. Also, your feedback on improving these job aids is welcome.

Finance

| FISCAL YEAR 2023 | | |
| --- | --- | --- |
| **Quarter** | **Meeting Date** | **Notes** |
| Q1 (OCT - DEC) |  |  |
| Q2 (JAN - MAR) |  |  |
| Q3 (APR - JUN) |  |  |
| Q4 (JUL - SEP) |  |  |
|  |  |  |
| **Annual Finance Suspenses** | | |
| **Date** | **Item** | |
| **1 NOV 2022** | Unit CC CAPF 171 Due to Wing HQ | |
| **1 NOV 2022** | Wing CAPF 174 Due to Wing Financial Analyst | |
| **31 DEC 2022** | Q1 Finance Committee Meeting Held & Minutes Filed | |
| **31 MAR 2023** | Q2 Finance Committee Meeting Held & Minutes Filed | |
| **30 JUN 2023** | Q3 Finance Committee Meeting Held & Minutes Filed | |
| **30 SEP 2023** | Q4 Finance Committee Meeting Held & Minutes Filed | |
| **1 OCT 2023** | FY24 CAPF 172 Sent to Wing Director of Finance | |
| **1 OCT 2023** | FY 2024 Budgets Sent to Wing Director of Finance | |

Image

Operations & Emergency Services

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| **Annual Ops/ES Suspenses** | |
| **Date** | **Item** |
| **1 MAR 2023** | Survival Kit Inspection Reported to LGM |
| **31 MAY 2023** | Unit Contributions/Suggestions for FY 2024 Ops/Tng Plan Sent to Wing |
| **31 JUL 2023** | Wing Ops/Tng Plan Due in eServices |
| **30 SEP 2023** | Wing/CC Evaluate CISM Needs & Prepare Memo |
| **30 SEP 2023** | Wing Alert Roster Updated (At Least Annually) |
|  |  |
| **Additional Best-Practices** | |
| **OPR** | **Best-Practice** |
| **DOS** | Update list & POCs for other local/regional ES responders |
| **DO/DOS** | Review CAP Strategic Plan/Region Goals/Wing Goals, create plan of action to accomplish supporting objectives |
| **DO/DOS** | Notify members whose ES/Aviation qualifications are due for renewal within 90 days, & share advice on how to renew |
| **DOS** | Share training calendars from other agencies for relevant courses (e.g., ICS 300 & ICS 400) |



Cadet Programs

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| **Annual Cadet Programs Suspenses** | |
| **Date** | **Item** |
| **31 DEC 2022** | 2023 Cadet Program Goals’ Progress Reviewed |
| **31 DEC 2022** | 2024 Cadet Program Goals Established |
| **15 JAN 2023** | Award Nominations Due to Wing (i.e., Sorenson, DDRO, Cadet NCO, Cadet Off., AFA, etc.) |
| **15 MAR 2023** | Squadron Of Merit Nom’s Due from Wing to NHQ |
| **31 MAR 2023** | 1st Quarterly Review of 2024 Cadet Programs Goals |
| **15 APR 2023** | Award Nominations Due to Partners (i.e., VFW, AFSA, etc) |
| **30 JUN 2023** | 2nd Quarterly Review of 2024 Cadet Programs Goals |
| **15 SEP 2023** | Appointments for FY 2025 CAC Made in eServices |
| **30 SEP 2023** | 3rd Quarterly Review of 2024 Cadet Programs Goals |
|  |  |
| **Monthly Items** | |
| **Applicable Months** | **Item** |
| **JAN - OCT** | “Weekend Activity” available to Cadets each month |
| **JAN - OCT** | Ensure minimum content contact-hours met each month |



Logistics

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| **Annual Logistics Suspenses** | |
| **Date** | **Item** |
| **31 DEC 2022** | Annual Physical Inventory Complete (Opens 1 OCT) |
| **31 DEC 2022** | Annual Real-Property Inventory Complete (Opens 1 OCT) |
| **31 JAN 2023** | Vehicle Photos Updated in ORMS  (See ORWG Supp 1 to CAPR 77-1) |
| **10 APR 2023** | Wing Annual Communications Plan Submission Due |
|  |  |
| **Recurring Transportation Items** | |
| **Time Frame** | **Item** |
| **Monthly By the 10th** | CAPF 73 for the Previous Month Reviewed and Uploaded to ORMS |
| **Monthly**  **By the 31st** | Check and Record Tire Pressure |
|  |  |
| **Recurring Communications Items** | |
| **Time Frame** | **Item** |
| **Annually** | Wing Conduct and Report on Annual Radio Communications Effectiveness Exercise |
| **Weekly** | Wing Conducts Conventional Voice Net |



