

**Appendix B-6. Sample Monthly Planning Calendar (September)**

Monday		Tuesday		Wednesday		Thursday		Friday	
3	Labor Day	4	Staff meeting  Make fall travel arrangements  Review documents for Early Childhood Education (ECE) meeting	5	ECE Partnership Meeting	6	Prepare materials for trainings  Schedule advisory board dates	7	Work on budget closeout
10	Prepare for training	11	Regional Liaison Training	12	Regional Liaison Training	13		14	Finalize budget closeout
17	Update liaison listing	18	Conference call with subgrantees regarding data collection  Quarterly SC Call with USED  Review documents for Interagency Coordinating Council (ICC)	19	ICC meeting	20		21	Prepare materials for trainings
24		25	Travel day	26	Regional liaison training	27	Regional liaison training	28	Quarterly planning update