NATIONAL SUMMER INSTITUTE FOR LEARNING COMMUNITIES
JANUARY THROUGH JULY 2013 TIMELINE

BY JANUARY 31:
- *Institution Team/Lead:* Signed Memorandum of Agreement mailed to the Washington Center.
- *Institution Team/Lead:* All Participant Registration Forms e-mailed to the Washington Center at washcenter@evergreen.edu.
- *Institution Team/Lead:* Check or college purchase order for team’s registration (payable to The Evergreen State College, taxpayer ID 91-082-6533) mailed to: The Evergreen State College, Cashiers’ Office, 2700 Evergreen Parkway NW, Olympia, WA 98505

BY FEBRUARY 29:
- *Washington Center:* Schedule phone call with team leads and Washington Center co-directors.
- *Washington Center:* Agenda for phone calls e-mailed to team lead.

BY MARCH 30:
- Phone call with Washington Center co-directors completed.
- *Washington Center:* Learning Community Action Plan e-mailed to team lead.

BY APRIL 15:
- *Institution Team/Lead:* Initial team meeting on institute held.
- *Institution Team/Lead:* Team photo and caption text (team members’ names) e-mailed to Washington Center at washcenter@evergreen.edu.
- *Institution Team/Lead:* Learning community registered in National Learning Community Directory on Washington Center website.

BY APRIL 30:
- *Washington Center:* Institute overview, pre-institute readings and information about Poster Session and Campus Exchange posted on Washington Center website.
- *Institution Team/Lead:* Airline reservations and other travel arrangements made. (Transportation from the airport to Evergreen can be arranged through Capital Aeroporter at a National Summer Institute group rate—800.962.3579 or www.capair.com).

BY MAY 25:
- *Washington Center:* Institute program details, as available, posted on Washington Center website.
- *Institution Team/Lead:* Requests for Sunday night lodging submitted.

BY JUNE 6:
- *Institution Team/Lead:* Deadline for participant cancellations with 80% refund.