



## NATIONAL SUMMER INSTITUTE FOR LEARNING COMMUNITIES JANUARY THROUGH JUNE 2009 TIMELINE

### BY JANUARY 30:

- Signed *Memorandum of Agreement* mailed to the Washington Center.
- All *Participant Registration Forms* e-mailed to the Washington Center at [washcenter@evergreen.edu](mailto:washcenter@evergreen.edu).
- 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 9:

- Phone call with Washington Center co-directors scheduled. (These calls need to occur between February 15 and March 15.)
- Agenda for phone calls and *Learning Community Action Plan* e-mailed to team lead.

### BY MARCH 16:

- Phone call with Washington Center co-directors completed.

### BY MARCH 31:

- 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](http://www.capair.com)).
- Team photo and caption text (team members' names) e-mailed to Washington Center at [washcenter@evergreen.edu](mailto:washcenter@evergreen.edu).
- Learning community registered in National Learning Community Directory on Washington Center website.
- Institute overview and pre-institute readings posted on Washington Center website.

### BY APRIL 30:

- Initial team meeting on *Learning Community Action Plan* held.

### BY MAY 27:

- Part I of *Learning Community Action Plan* e-mailed to Washington Center at [washcenter@evergreen.edu](mailto:washcenter@evergreen.edu). (All other parts of the action plan will be drafted at the institute with assistance from resource faculty.)
- Institute program details, as available, posted on Washington Center website.