

APPENDIX “G”- National Business Day, Week, & Month Calendar

Operating a community action agency is a complex endeavor, especially when you factor in the different expectations associated with CSBG because it encompasses the whole business/organization. It is easier to educate staff, promote professional development, raise awareness of agency programs, partner with local organizations, and advance the CAA mission when it is marketed with specific events. Some may be used as reminders for completing CSBG monitoring expectations or best practices while others could be used to advance the community action mission.

January

- National Mentoring Month
- National Technology Day – January 6th
- National Clean Off Your Desk Day – January 9th
- Cut Your Energy Cost Day- January 10th
- Get to Know Your Customers Day – January 19th (Third Thursday of the Quarter)
- National Compliment Day – January 24th
- National Have Fun at Work Day – January 28th
- Data Privacy Day- January 28th

February

- National Energy Assistance Day (by NEADA)
- International Networking Week – First Full Week
- Safer Internet Day- February 8th
- Home Warranty Day- February 10th
- Random Acts of Kindness Week – Week of February 17th
- National Clean Out Your Computer Day – Second Monday in February

March

- Asset Management Awareness Month
- National Credit Education Month
- National Social Work Month
- Teen Tech Week – Week of First Sunday in March
- Proofreading Day- March 8th
- National Poison Prevention Week- Third week in March
- National Employee Benefits Day – Changes Annually
- National Employee Appreciation Day – First Friday in March

April

- National Financial Literacy Month
- National Fair Housing Month
- National Volunteer Month
- National Records and Information Management Month
- National Library Week
- National Public Health Week – First Full Week
- National Student Employment Week – Second Full Week

- Administrative Professionals Week – Last Full Week
- Every Kid Healthy Week – Last Week
- Preservation Week – Last Week
- National Administrative Professionals Day – Wednesday of Last Full Week

May

- Community Action Month (by OCS)
- Older Americans Month
- North American Occupational Safety & Health Week – First Sunday from Saturday
- Public Service Recognition Week – Begins First Sunday of May
- Fitness Day- May 7th
- Receptionist Day- May 12th
- International Day of Families- May 15th (by United Nations)
- National Receptionists' Day – Second Wednesday in May
- International Thank a Youth Worker Day (date varies)

June

- National Homeownership Month
- National Safety Month
- Community Health Improvement Week – First Full Week in June

July

- National Intern Day – Last Thursday in July
- National System Administrator Appreciation Day – Last Friday in July
- National Whistleblower Day- July 30th

August

- National Management Training Week – Third Full Week in August
- National Nonprofit Day – August 17th

September

- National (Disaster) Preparedness Month
- International Update Your Resume Month
- National IT Professionals Day – Third Tuesday in September

October

- National Economic Education Month
- Financial Planning Month
- Head Start Awareness Month
- National Cyber Security Month
- National Disability Employment Awareness Month
- National Work and Family Month
- Community Economic Development Month
- Customer Service Week – First Full Work Week
- World Mental Health Day – October 10th
- National Savings Day – October 12th
- National Stop Bullying Day – Second Wednesday
- National Clean Your Virtual Desktop Day – Third Monday in October
- National Weatherization Day- October 30th

November

- National Career Development Month
- National Gratitude Month
- National Hunger & Homelessness Awareness Week – Week before Thanksgiving
- American Education Week – Week before Thanksgiving
- Global Entrepreneurship Week – Week of the Third Tuesday
- World Kindness Day – November 13th
- America Recycles Day – November 15th
- National Philanthropy Day – November 15th
- National Indiana Day – November 16th
- National Rural Health Day – November 17th
- Small Business Saturday – Saturday after Thanksgiving
- Giving Tuesday – Tuesday after Thanksgiving

December

- National Human Rights Month
- National Write a Business Plan Month
- National Homeless Persons' Remembrance Day – First Day of Winter
- National Thank-You Note Day – December 26th

Miscellaneous

- Get to Know Your Customers Day – Third Tuesday of Each Quarter