



2023-2024 AmeriCorps Calendar

Instructions: This calendar includes all programmatic and fiscal due dates and required trainings for the 2023-24 program year. In addition, it includes the dates Serve Indiana (SI) is closed, release dates for forms (i.e. close out package, progress reports) and additional events available to programs. SI expects programs to abide by due dates and to send at least one representative to each required training as applicable (consult the below legend for further instruction).

Additional Information:

- **New program/staff events are only required for new programs/staff**
 - Programs and staff are considered new for the first two years.
- **All times are on Eastern Standard Time (EST)**
- **There is a separate grant application review process (GARP) with additional dates for submitting grants.**

| |
|---|
| <p style="text-align: center;"><u>Legend:</u></p> <p style="text-align: center;">All Program Required Training</p> <p style="text-align: center;">Fiscal Deadline</p> <p style="text-align: center;">Programmatic Deadline</p> <p style="text-align: center;">Deadline</p> <p style="text-align: center;"><i>State/National Holiday (SI Closed)</i></p> <p style="text-align: center;">Non-Required Events</p> <p style="text-align: center;">*Item due Monday after</p> |
|---|



AmeriCorps
Indiana

July 2023

- 4 *Independence Day Observed, Serve Indiana Closed*
- 12 Serve IN releases 23-24 Signatory Authority Form (all programs)
Serve IN releases 23-24 Directory to programs for review
Serve IN releases instructions on Training Calendar/Policy submission to 2023-2024 New Programs
- 15* **22-23 Periodic Expenses Report (Operational and Fixed grants) due via OnCorps**
- 21 **Applications Due for 9/11 National Day of Service & Remembrance Mini-Grant by 5:00 p.m. (via SurveyMonkey)**
- 25 *Serve IN releases OnCorps Budget Submission Instructions to 2023-2024 All Programs*
PY 22-23 close out process communicated to all programs via email
- 26-27 **Interrupting Racism Training, Child Advocates, Virtual (Only for programs who have not already attended)**
- 31 **22-23 Request for Funds due (fixed and reimbursement)**
22-23 Final Periodic Expense Report Extension Request Due for programs ending July 31, 2023 to Serve Indiana

August 2023

- 2 **23-24 Signatory Authority Form due to Serve Indiana (all programs)**
23-24 Directory edits due to Serve Indiana
- 8 **23-24 Budget due in OnCorps**
- 11 **2022-23 Training Calendar/Policy due to Serve Indiana (new programs)**
- 15 **Final PY 2022-23 Periodic Expense Report due (22-23 programs with end date of July 31)**
****Extensions for final PER must be submitted before July 31st to Serve Indiana**
- 17 Serve Indiana Commission Meeting (10:00 a.m.-12:00 p.m.), Location: TBD
- 21 Serve IN releases 22-23 End of Year Progress Report instructions to all programs via email
- 25 **Final 22-23 PER submission extension request due (if applicable)**
- 30 **2022-23 Request for Funds due (fixed and reimbursement)**
- 31 Serve Indiana Awards for Excellence Nominations Close



September 2023

- 1 2023 Swearing-In & Mini-Conference Registration Opens
- 4 *Labor Day, SI Closed*
- 5 **Member Timesheets due in OnCorps**
- 11 National Day of Service and Remembrance ([AmeriCorps Information](#))
- 15 **Final PY 2022-23 Periodic Expense Report due (22-23 programs with end date of August 31)**
***Extensions for final PER must be submitted by August 31st to Serve Indiana*
PY 23-24 First Periodic Expenses Report (Operational and Fixed) due via OnCorps for programs that started August 1st
- 22 **All Programs Conference Call, Teams, 10:00 a.m.-11:00 a.m.**
- 29 **2022-23 Year End Progress Report due to SI (all programs) by 11:59 p.m.**
Final 2022-23 Request for Funds due (fixed and reimbursement) for PY 22-23
Request for Funds due (fixed and reimbursement) for PY 23-24
Final 22-23 PY Aggregated Financial Report due to SI via OnCorps (March 2023-End of program yr)
- TBD 2024-2025 AmeriCorps New/Re-compete Instructions released on Serve Indiana website

October 2023

- 5 **Member Timesheets due in OnCorps**
- 6 **Serve Indiana Close Out checklist due to SI**
All Programs Conference Call, Teams, 10:00 a.m.-11:00 a.m.
Serve IN releases 2023-24 Capacity Assessment Pre-test (via Survey Monkey)
- 9 *Indigenous Peoples' Day, Serve Indiana closed*
- 15* **DWD Closeout Due from PY 2022-2023 to DWD Grants Closeouts**
23-24 Periodic Expenses Report (Operational and Fixed) due via OnCorps
- 16 Serve IN releases 2023-24 Capacity Assessment Pre-test (via Survey Monkey)
Serve IN releases 2022-23 Capacity Assessment Post-test (via Survey Monkey)



- 19 Serve Indiana Commission Meeting (10 a.m.-12:00 p.m.), Location: TBD
- 27 Risk Assessment results released to programs
 - [2023-24 Capacity Assessment PRE-test due to Serve Indiana \(via Survey Monkey\)](#)
 - [2022-23 Capacity POST-test due to Serve Indiana \(via Survey Monkey\)](#)
- 30 **Request for Funds due (fixed and reimbursement)**

November 2023

- 1 **Re-compete & Competitive Continuations for 2024-2025 Funding due by 11:59 p.m. EST in eGrants**
- 5 **Member Timesheets due in OnCorps**
- 7 *Mid-Term Election Day, Serve Indiana Closed*
- 10 *Veteran's Day, Serve Indiana Closed*
- 15 **Periodic Expenses Report (Operational and Fixed) due via OnCorps**
- 15-16 **Serve Indiana Award's for Excellence Ceremony, Swearing-In, & Mini-Conference, Indianapolis**
- 17 **Applications Due for MLK National Day of Service Mini-Grant by 5:00 p.m. (via SurveyMonkey)**
- 23 *Thanksgiving, Serve Indiana Closed*
- 24 *Lincoln's Birthday, Serve Indiana Closed*
- 30 **Request for Funds due (fixed and reimbursement)**

December 2023

- 5 **Member Timesheets due in OnCorps**
- 7 Serve Indiana Commission Meeting: Re-compete & Competitive Continuation Funding (10:00 a.m.-12:00pm), Location: TBD
- 15 **Periodic Expenses Report (Operational and Fixed) due via OnCorps**
- 25 *Christmas Day, Serve Indiana Closed*
- 26 *Washington's Birthday, Serve Indiana Closed*
- 30* **Request for Funds due (fixed and reimbursement)**



AmeriCorps
Indiana

January 2024

- 1 *New Year's Day, Serve Indiana Closed*
- 5 **Member Timesheets due in OnCorps**
- 11 Serve IN releases NSCHC Monitoring Instructions to programs
- 15 **Periodic Expenses Report (Operational and Fixed) due via OnCorps**
- 15 *Martin Luther King Jr. Day, Serve Indiana Closed*
Martin Luther King Jr. Day of National Day ([AmeriCorps Information](#))
- 25 **Winter Program Directors Training, Teams, 10:00 a.m.-3:30 p.m.**
- 30 **Request for Funds due (fixed and reimbursement)**

February 2024

- 1 **NSCHC Monitoring Documents due by 11:59 p.m. EST**
- 5 **Member Timesheets due in OnCorps**
- 15 **Periodic Expenses Report (Operational and Fixed) due via OnCorps**
Serve Indiana Commission Meeting (10:00 a.m.-12:00 p.m.), Location: TBD
- 26 Serve IN releases Mid-Year Progress Report Instructions to Program Directors
- 27 **Serve IN releases Unexpended Funds Report Instructions to Program Directors**
- 29 **Request for Funds due (fixed and reimbursement)**

March 2024

- 1 **Formula New & Continuation Grants due in eGrants by 11:59 p.m. EST**
Serve IN releases AFR Instructions to programs (August-February 29; NA Fixed grants)
All Programs Conference Call, Teams, 10:00 a.m. - 11:00 a.m.
- 5 **Member Timesheets due in OnCorps**
- 10-16 AmeriCorps Week ([AmeriCorps Information](#))
- 15 **Periodic Expenses Report (Operational and Fixed) due via OnCorps**
- 15 AmeriCorps Week - Day of Service, Location: TBD



AmeriCorps
Indiana

- 26 **Unexpended funds report due via email by 11:59 p.m. EST (beginning of PY-February 29th)**
- 29 *Good Friday, Serve Indiana closed*
- 29 **Request for Funds due (fixed and reimbursement)**
AFR due to Serve Indiana via OnCorps (August-February 29; N/A Fixed)
Mid-Year Progress Report due in OnCorps & via email by 11:59 p.m. EST (Start of PY-February 29)

April 2024

- 5 **Member Timesheets due in OnCorps**
All Programs Conference Call, Teams, 10:00 a.m.-11:00 a.m.
- 15 **Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 18 *Serve Indiana Commission Meeting (10:00 a.m.-12:00 p.m.), Location: TBD*
- 23-24 **AmeriCorps Retreat, Bradford Woods**
- 30 **Request for Funds due (fixed and reimbursement)**
- TBD **All Formula PY 2023-24 Application Clarifications Due in in eGrants**

May 2024

- 5* **Member Timesheets due in OnCorps**
- 7 *Primary Election Day, Serve Indiana Closed*
- 13 *Serve IN releases PY 24-25 Orientation RSVP & Needs Assessment to programs*
- 15 **Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 27 *Memorial Day, Serve Indiana Closed*
- 30 **Request for Funds due (fixed and reimbursement)**
Grant Extension Request deadline (No extension will be granted if submitted after this date)
- TBD *ASC Regional Training, Location: TBD*



June 2024

- 5 **Member Timesheets due in OnCorps**
- 7 **23-24 PY All Programs Conference Call, Teams, 10:00 a.m. -11:00 a.m.**
- 10 **PY 24-25 Orientation RSVP & Needs Assessment due to Serve Indiana via Survey Monkey**
- 15 **Periodic Expenses Report (Operational and Fixed) due via OnCorps**
- 19 *Juneteenth*
- 20 **Serve Indiana Commission Meeting 10:00 am- 12:00 pm, Location: TBD**
- 25 **PY 2024-2025 Program Director Orientation Day 1, Location: TBD**
- 26 **PY 2024-2025 All Program Orientation Day 2, Location: TBD**
- 30 **Request for Funds due (fixed and reimbursement)**
- TBD **Serve Indiana Awards for Excellence Nomination Forms Released**

July 2024

- 4 *Independence Day Observed, Serve Indiana Closed*
- 5 **Member Timesheets due in OnCorps**
- 10 **Serve IN releases 24-25 Signatory Authority Form (all programs)**
Serve IN releases 24-25 Directory to programs for review
Serve IN releases instructions on Training Calendar/Policy submission to 2024-2025 New Programs
- 15 **23-24 Periodic Expenses Report (Operational and Fixed grants) due via OnCorps**
- 25 **Serve IN releases OnCorps Budget Submission Instructions to 2024-2025 All Programs**
PY 23-24 close out process communicated to all programs via email
- 31 **22-24 Request for Funds due (fixed and reimbursement)**
23-24 Final Periodic Expense Report Extension Request Due for programs ending July 31, 2024 to Serve Indiana
- TBD **Applications Due for 9/11 National Day of Service & Remembrance Mini-Grant by 5:00 p.m. (via SurveyMonkey)**



AmeriCorps
Indiana

August 2024

- 1 **23-24 Signatory Authority Form due to Serve Indiana (all programs)**
23-24 Directory edits due to Serve Indiana
- 5 **Member Timesheets due in OnCorps**
- 7 **24-25 Budget due in OnCorps**
- 9 **2024-25 Training Calendar/Policy due to Serve Indiana (new programs)**
- 15 **Final PY 2023-24 Periodic Expense Report due (23-24 programs with end date of July 31)**
****Extensions for final PER must be submitted before July 31st to Serve Indiana**
- 1 Serve Indiana Commission Meeting (10:00 a.m.-12:00 p.m.), Location: TBD
- 21 Serve IN releases 23-24 End of Year Progress Report instructions to all programs via email
- 25 **Final 23-24 PER submission extension request due (if applicable)**
- 30 **2023-24 Request for Funds due (fixed and reimbursement)**
- 31 Serve Indiana Awards for Excellence Nominations Close

September 2024

- 2 2024 Swearing-In & Mini Conference Registration Opens
- 5 **Member Timesheets due in OnCorps**
- 9 *Labor Day, Serve Indiana Closed*
- 11 National Day of Service and Remembrance ([AmeriCorps Information](#))
- 13 **All Program Conference Call, Teams, 10:00 a.m.-11:00 a.m.**
- 15* **Final PY 2023-24 Periodic Expense Report due (23-24 programs with end date of August 31)**
****Extensions for final PER must be submitted by August 31st to Serve Indiana**
PY 24-25 First Periodic Expenses Report (Operational and Fixed) due via OnCorps for programs that started August 1st
- 30 **2023-24 Year End Progress Report due to SI (all programs) by 11:59 p.m.**
Final 2023-24 Request for Funds due (fixed and reimbursement) for PY 23-24
Request for Funds due (fixed and reimbursement) for PY 24-25



Final 2023-24 PY Aggregated Financial Report due to SI via OnCorps (March 2024-End of program year)

TBD 2025-2026 AmeriCorps New/Re-compete Instructions released on Serve Indiana website

October 2024

- 5* **Member Timesheets due in OnCorps**
- 4 **All Programs Conference Call, Teams, 10:00 a.m.-11:00 a.m.**
- 7 **Serve Indiana Close Out checklist due to SI**
Serve IN releases 2023-24 Capacity Assessment POST-test (via Survey Monkey)
Serve IN releases 2024-25 Capacity Assessment PRE-test (via Survey Monkey)
- 14 *Indigenous Peoples' Day, Serve Indiana closed*
- 15* **DWD Closeout Due from PY 2023-2024 to DWD Grants Closeouts**
24-25 Periodic Expenses Report (Operational and Fixed) due via OnCorps
- 17 Serve Indiana Commission Meeting (10 a.m.-12:00 p.m.), Location: TBD
- 27 Risk Assessment results released to programs
- 25 **2023-24 Capacity POST-test due to Serve Indiana (via Survey Monkey)**
2024-25 Capacity Assessment PRE-test due to Serve Indiana (via Survey Monkey)
- 30 **Request for Funds due (fixed and reimbursement)**