



Sponsored Employment Program (SEP)

## Summer Sponsored Employment Program (SEP) 2015

...Excellence is our bottom line...

### CALENDAR OF ACTIVITIES

Date (all 2015)	Activity
January – June	Conduct SEP Fundraising–One East Palo Alto (OEPA)
February – April	Implement ‘Where Are They Now?’ Participant Follow Up Data – OEPA
March-May	Recruitment & Ramp up Activities
March 30	SEP Logistics Group Meeting
April-May	OEPA Staff Engagement – SEP application Process/Database Building
April 10	Official distribution of all applications for Summer SEP 2015
April 10	Send press release announcing SEP Job Openings
April 3-May 14	Employer-Sponsor Recruitment
May 4-21	Interviewer/Volunteer Recruitment
May 15	DEADLINE for Participant Application Submission 5 p.m.
May 20	YESS Meeting
May 21	Interviewer Training
May 22	OEPA’s “Embracing East Palo Alto Youth” Fundraising Luncheon
June 1 & 2	SEP participant applicant interviews, 5:00 p.m. @ JobTrain
June 1	Start date for SEP Coordinator
June 9	Peer Mentor (PM) Interviews/Selections/Notification
June 11	Selection of Applicants 6:30 p.m.
June 15????	Meeting with Community Mentor Coordinator (El Concilio)
June 17-22	First day of work for Peer Mentors/Orientation & Training
June 19-22	Assign selected participants to Peer Mentor Teams; Notify selected participants
June 23-25	Conduct Participant Orientation & Training, 4:00 p.m. @ JobTrain – Set up @ 2:30pm
June 24	SEP Participant Job Placements
June 25	Participant Training and Kickoff Reception (after training) @ College Track? – Set up 2:00 p.m.
June 26	Confirmation of placements with Employer-Sponsors
June 29	Peer Mentor Team Meetings
June 30	First day of work for SEP participants
July 2	Payday Peer Mentors
July 3	Holiday
(Throughout)	Peer Mentor Debriefings/Trainings
July 16 (Thursday)	SEP 1 <sup>st</sup> Payday \$\$\$ for all with Payday Workshop, 4:00 p.m. – 6:30 p.m.
July 22 *	Community Mentor Career Connection
July 30	SEP 2 <sup>nd</sup> Payday for all & Payday Workshop, 4:00 p.m. – 6:30 p.m.
August 4	National Night Out
August 10	Last Day of Work
August 12	<b>Graduation Celebration</b> and SEP 3 <sup>rd</sup> Payday
August 13	Last day of work for Peer Mentors
August 14	Last day of work SEP Coordinator