 **Annual Calendar Template**

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A minimum of 80% of time recommended for direct and indirect student services and 20% or less in program planning and school support

|  |  |  |  |
| --- | --- | --- | --- |
| Month | **Delivering** | | **Program Planning and School Support**  *(Defining, Managing, Assessing, Fair-Share Responsibilities)* |
| **Direct Student Services Activities**  *(Include dates of school counseling initiatives or events, classroom and group activities, career or college nights, schoolwide academic support events, etc.)* | **Indirect Student Services Activities**  *(Significant collaborations, leadership and advocacy activities)* |
| Ongoing Services |  |  |  |
| August |  |  |  |
| September |  |  |  |
| October |  |  |  |
| November |  |  |  |
| December |  |  |  |
| January |  |  |  |
| February |  |  |  |
| March |  |  |  |
| April |  |  |  |
| May |  |  |  |
| June |  |  |  |