

2016 MEND Activity Calendar

DATE	EVENT	DEPARTMENT	LOCATION
Nov 10, 2015 - Feb 5, 2016	ESL Spring 2016: Registration/Enrollment	ESL	ETC 2 nd floor: Main Office
Nov 10, 2015 - Feb 5, 2016	Spring 2016: Computer Lab Class Registration/Enrollment	Computer Lab	Computer Lab Office
January –March 29	Grow Together Spring Enrollment	Home Garden	Offsite Outreach
January 5-15	New student registration for tutoring	Youth Services	ETC – YS Main Tutoring Room
January 9	Payless Shopping Trip	Youth Services	Offsite
January 16	College Knowledge Series	Youth Services	ETC – 2nd Floor Computer Lab
January 16	Diabetes Health Education Cohort 1, Class I	Medical	Large Conference Room
January 21	Volunteer Orientation (English)	Volunteer Services	Combined Conference Rooms
January 23	Tutor Training	Youth Services	ETC – YS Main Tutoring Room
January 26-May 24	Tutoring Program Spring Semester	Youth Services	ETC Youth Center
January 28	Volunteer Orientation (Bilingual)	Volunteer Services	Combined Conference Rooms
Jan 26 - Jan 29	January Program Update Mailing Assembly	Communications	Location TBD
February 6	Spring 2016 ESL teacher orientation	ESL	ETC 2 nd floor: Multipurpose room
February 6	Weight Management Program Orientation	Medical	Large Conference Room
February 6	Give Kids A Smile	Dental	Entire 2nd floor SF Building
February 9	Winter Intermediate Gardening Classes	Grow Together	MEND SF
Feb 9 – May 19	Adult Education: ESL Spring 2016 Semester (14 weeks)	ESL	ETC 2 nd floor classrooms
February 9 - May 19	Spring 2016: Computer Lab Classes Semester(14 weeks)	Computer Lab	Computer Lab #1 and #2
February 13	College Knoweldge Series	Youth Services	ETC – 2nd Floor Computer Lab
February 13	Weight Management Cohort 1	Medical	Large Conference Room
February 16	Winter Intermediate Gardening Classes	Grow Together	MEND SF
Feb 16 - Feb 29	Annual Report Mailing Assembly	Communications	Location TBD
February 18	Volunteer Orientation (English)	Volunteer Services	Combined Conference Rooms
February 20 - May 7	Spring2016: Computer Lab Workshops	Computer Lab	Computer Lab #1
February 20	Diabetes Health Education Cohort 1, Class II	Medical	Large Conference Room
February 20	Beginner Food Artisan Classes	Grow Together	MEND SF
February 23	Winter Intermediate Gardening Classes	Grow Together	MEND SF
February 24	Baby Shower	Clothing	Entire SF Building
February 25	Volunteer Orientation (Bilingual)	Volunteer Services	Combined Conference Rooms
February 28	Hollywood's Biggest Night 2016: A Gala of Glitz, Glamour, and Giving	Development	Offsite
March 2	Wellness Month: Worksite Wellness Workshop	Job Training	Job Center
March 3	Beginner Food Artisan Classes	Grow Together	MEND SF
March 12	Weight Management Cohort 1	Medical	Large Conference Room
March 17	Volunteer Orientation (English)	Volunteer Services	Combined Conference Rooms
March 19	Diabetes Health Education Cohort 1, Class III	Medical	Large Conference Room
March 19	Junior League Literacy Event	Youth Services	ETC Youth Center and ETC Welcome Center
March 20	Project Glamour	Clothing	Clothing Distribution Center
March 21- March 24	Spring Break Activities	ESL, CL, & YS	ETC: TBD (1 st floor lobby or 2 nd floor classrooms)
March 21 –March 24	Spring Break Activities (No Classes)	CL, ESL, & YS	ETC:TBD (1 st Floor lobby or 2 nd floor classrooms)

2016 MEND Activity Calendar

March 29	Grow Together Spring Cohort Begins	Home Garden	Large Conference Room
March 31	Volunteer Orientation (Bilingual)	Volunteer Services	Combined Conference Rooms
April 2	Diabetes Health Education Cohort 1, Class IV	Medical	Large Conference Room
April 2, 3, 9, 10 and 23	Garden Installs	Home Garden	VN Building
April 5	Grow Together Class II	Home Garden	Large Conference Room
April 6	Dress for Your Success	Job Training	Job Center
April 9	Weight Management Cohort 1	Medical	Large Conference Room
April 11-16	National Volunteer Week	Volunteer Services	Combined Conference Rooms
April 12	Grow Together Class III	Home Garden	ETC Building
April 16	Annual Volunteer Recognition Party	Volunteer Services	SF Building
April 19	Grow Together Class IV	Home Garden	Large Conference Room
April 19	Weight Management Program	Medical	Large Conference Room
April 20	English Volunteer Orientation	Volunteer Services	Combined Conference Rooms
Apr 20 - Apr 22	Spring Appeal Mailing Assembly	Communications	Location TBD
April 23	Diabetes Health Education Cohort 1, Class V	Medical	Large Conference Room
April 28	Bilingual Volunteer Orientation	Volunteer Services	Combined Conference Rooms
April 30	Grow Together Volunteer Plant Sorting Day	Home Garden	MEND SF Parking Lot
May 1	Grow Together Spring Planting Day	Home Garden	SF Lobby/Parking Lot
May 3 – June 10	ESL Summer 2016 ESL Workshops: Registration/Enrollment <i>(new & returning students)</i>	ESL	ETC 2 nd floor: Main Office
May 3 – June 10	Summer 2016: Computer Lab Class Registration/Enrollment	Computer Lab	Computer Lab Office
May 4, May 11, May 18	Get Job Ready- Mock Interview Workshops	Job Training	Job Center
May 7th	Christmas in Spring	Youth Services	SF Building
May 7	Diabetes Health Education Cohort 2, Class I	Medical	Large Conference Room
May 14	Stamp Out Hunger	Foodbank	Post Offices
May 14	Weight Management Program, Cohort 1	Medical	Large Conference Room
May 16 - May 20	2016 Computer Lab Spring Culmination	Computer Lab	Computer Lab Multipurpose room
May 19th	English Volunteer Orientation	Volunteer Services	Combined Conference Rooms
May 19	ESL Spring 2016: semester culmination	ESL	ETC 2 nd floor classrooms
May 21	Stamp Out Hunger-All Day Sorting Project	Foodbank	Foodbank
May 23- May 27	Newsletter Mailing Assembly	Communications	Location TBD
May 24	Annual Combined Board Meeting	Administration	Combined Conference Rooms
May 26	Bilingual Volunteer Orientation	Volunteer Services	Combined Conference Rooms
June 1	Job Fair @ MEND	Job Training	Job Center
June 4	Diabetes Health Education Cohort 2, Class II	Medical	Large Conference Room
June 8	Poverty Conference	Administration	MEND SF Building
June 11	Weight Management Program, Cohort 1	Medical	Large Conference Room
June 14- Aug 19	Adult Education: ESL Summer 2016 Workshops (10 weeks)	ESL	ETC 2 nd floor classrooms
June 14 - August 19	Summer 2016: Computer Lab Classes	Computer Lab	Computer Lab #1 and #2
June 14- August 4	Kids Summer Gardening Camp	Home Garden/Youth	Education and Training Center
June 16th	English Volunteer Orientation	Volunteer Services	Combined Conference Rooms

2016 MEND Activity Calendar

June 18th	Parking Lot Sale	Clothing	
June 23rd	Bilingual Volunteer Orientation	Volunteer Services	Combined Conference Rooms
June 21 -June 24	Spring Appeal & Program Update Mailing Assembly	Communications	Location TBD
June 25	Weight Management Program, Cohort 1	Medical	Large Conference Room
July 9	Weight Management Program, Cohort II	Medical	Large Conference Room
July 16	Diabetes Health Education Cohort 2, Class III	Medical	Large Conference Room
July 19	English Volunteer Orientation	Volunteer Services	Combined Conference Rooms
July 21	Bilingual Volunteer Orientation	Volunteer Services	Combined Conference Rooms
July 26 - July 29	Staff Appreciation Week	Administration	Location TBD
Aug- October 4	Grow Together Fall Enrollement	Home Garden	Offsite Outreach
Aug 2- Sept 9, 2016	ESL Fall 2016: Registration/Enrollment	ESL	ETC 2 nd floor: Main Office
August 2 – September 9	Fall 2016: Registration/Enrollment	Computer Lab	Computer Lab Office
August 6	Diabetes Health Education Cohort 2, Class IV	Medical	Large Conference Room
August 13	Weight Management Program, Cohort II	Medical	Large Conference Room
August 16 - August 19	2016 Computer Lab Summer Culmination	Computer Lab	Computer Lab Multipurpose room
August 16th	English Volunteer Orientation	Volunteer Services	Combined Conference Rooms
August 18th	Bilingual Volunteer Orientation	Volunteer Services	Combined Conference Rooms
Aug 23- Augs 26	Newsletter Mailing Assembly	Communications	Location TBD
August 27	Diabetes Health Education Cohort 2, Class V	Medical	Large Conference Room
August 31	Head to Toes	All Departments	Entire SF Building
September 7	Christmas Basket Community Registration Day 1	Christmas	Lobby & Intake
September 10	Fall 2016 Teacher Orientation	ESL	ETC 2nd floor: Multipurpose room
September 10	Weight Management Program, Cohort II	Medical	Large Conference Room
Sept 13 - Dec 22, 2016	Adult Education: ESL Fall 2016 Semester (14 weeks)	ESL	ETC 2 nd floor classrooms
September 13 – December 23	Fall 2016: Computer Classes	Computer Lab	Computer Lab #1 and #2
September 14th	Christmas Basket Community Registration Day 2	Christmas	Lobby & Intake
September 15th	English Volunteer Orientation	Volunteer Services	Combined Conference Rooms
September 17	Diabetes Health Education Cohort 3, Class I	Medical	Large Conference Room
Sept 20 - Sept 23	Program Update Mailing Assembly	Communications	Location TBD
September 21	Volunteer Christmas Basket Registration Day	Christmas	Lobby & Intake
September 22	Bilingual Volunteer Orientation	Volunteer Services	Combined Conference Rooms
September 24 - December 17	Spring2016: Computer Lab Workshops	Computer Lab	Computer Lab #1
September 28th	Baby Shower	Clothing	Entire SF Building
October Date TBD	Friends for Good Breakfast	Administration	Main Lobby SF Building
October 4th	Grow Together Spring Cohort Begins	Home Garden	Large Conference Room
October 8	Weight Management Program, Cohort II	Medical	Large Conference Room
October 11	Grow Together Class II	Home Garden	Large Conference Room
October 12	Costume and Jacket Distribution	Clothing	Combined Conference Rooms
October 18	Grow Together Class III	Home Garden	Large Conference Room
October 20	English Volunteer Orientation	Volunteer Services	Combined Conference Rooms
Oct 20 - Oct 27	Newsletter Mailing Assembly	Communications	Location TBD
October 22	Diabetes Health Education Cohort 3, Class II	Medical	Large Conference Room
October 25	Grow Together Class IV	Home Garden	Large Conference Room
October 26 -Jan 18, 2017	Christmas Headquarters	Christmas	Small Conference Room

2016 MEND Activity Calendar

October 27	Bilingual Volunteer Orientation	Volunteer Services	Combined Conference Rooms
October 29	Super Saturday Home Visiting	Christmas	Conference Room, HE Room, Health Clinic Waiting Area
Nov 1 – Dec 16, 2016	ESL Spring 2017: Registration (<i>new & returning students</i>)	ESL	ETC 2 nd floor: Main Office
November 1 –December 16	Spring 2017: : Computer Lab Class Registration/Enrollment	Computer Lab	Computer Lab Office
November 1st	English Volunteer Orientation	Volunteer Services	Combined Conference Rooms
November 3rd	Bilingual Volunteer Orientation	Volunteer Services	Combined Conference Rooms
November 5	Diabetes Health Education Cohort 3, Class III	Medical	Education and Training Center
November 5	Super Saturday Home Visiting	Christmas	Conference Room, HE Room, Health Clinic Waiting Area
November 12	Super Saturday Home Visiting	Christmas	Conference Room, HE Room, Health Clinic Waiting Area
November 12	Weight Management Program, Cohort II	Medical	Education and Training Center
November 12	Grow Together Plant Sorting Day	Home Garden	SF/Partking lot
November 13	Grow Together Family Planting Day	Home Garden	SF/Lobby & Parking Lot
November 19	Santa Toy & Food Workshops	Christmas	MEND SF Building
November 19	Diabetes Health Education Cohort 3, Class IV	Medical	Education and Training Center
November 30th	Toy Distribution	Clothing	Location TBD
December 3	Weight Management Program, Cohort II	Medical	Education and Training Center
December 3	Santa Toy & Food Workshops	Christmas	MEND SF Building
December 9-December 12	Christmas Basket Distribution	Christmas	MEND SF Building /including Clothing DC
December 10	Diabetes Health Education Cohort 3, Class V	Medical	Education and Training Center
December 20 – December 23	2016 Computer Lab Fall Culmination	Computer Lab	Computer Lab Multipurpose room
Dec 20 - Dec 22	Program Update Mailing Assembly	Communications	Location TBD
December 22	ESL Fall 2016: semester culmination	ESL	ETC 2 nd floor classrooms

Revised 3.15.16