

Email Schedule Due Dates by Month FY 19-20		
<b>Jul-19</b>	<b>Send 1 (Week of July 8)</b>	<b>Send 2 (Week of July 22)</b>
Volunteer Submission Due By:	Friday, June 28	Friday, July 12
Staff Partner Sign Off By:	Tuesday, July 2	Tuesday, July 16
Staff Partner To Review Emails:	Friday, July 5	Friday, July 19
Mara to Review Emails:	Monday, July 8	Monday, July 22
<b>Aug-19</b>	<b>Send 1 (Week of August 12)</b>	<b>Send 2 (week of August 26)</b>
Volunteer Submission Due By:	Friday, August 2	Friday, August 16
Staff Partner Sign Off By:	Tuesday, August 6	Tuesday, August 20
Staff Partner To Review Emails:	Friday, August 9	Friday, August 23
Mara to Review Emails:	Monday, August 12	Monday, August 26
<b>Sep-19</b>	<b>Send 1 (Week of September 9)</b>	<b>Send 2 ( Week of September 23)</b>
Volunteer Submission Due By:	Friday, August 30	Friday, September 13
Staff Partner Sign Off By:	Tuesday, September 3	Tuesday, September 17
Staff Partner To Review Emails:	Friday, September 6	Friday, September 20
Mara to Review Emails:	Monday, September 9	Monday, September 23
<b>Oct-19</b>	<b>Send 1 (Week of October 7)</b>	<b>Send 2 (Week of October 22)</b>
Volunteer Submission Due By:	Friday, September 27	Friday, October 11
Staff Partner Sign Off By:	Tuesday, October 1	Tuesday, October 15
Staff Partner To Review Emails:	Friday, October 4	Friday, October 18
Mara to Review Emails:	Monday, October 7	Monday, October 21
<b>Nov-19</b>	<b>Send 1 (Week of November 11)</b>	<b>Send 2 (Week of November 25)</b>
Volunteer Submission Due By:	Friday, November 1	Friday, November 15
Staff Partner Sign Off By:	Tuesday, November 5	Tuesday, November 19
Staff Partner To Review Emails:	Friday, November 8	Friday, November 22
Mara to Review Emails:	Monday, November 11	Monday, November 25
<b>Dec-19</b>	<b>Send 1 (Week of December 9)</b>	<b>Send 2 (Week of December 23)</b>
Volunteer Submission Due By:	Friday, November 29	<b>No Emails</b>
Staff Partner Sign Off By:	Tuesday, December 3	<i>EOFY efforts and university is</i>
Staff Partner To Review Emails:	Friday, December 6	<i>closed.</i>
Mara to Review Emails:	Monday, December 9	
<b>Jan-20</b>	<b>Send 1 (Week of January 6)</b>	<b>Send 2 (Week of January 20)</b>
Volunteer Submission Due By:	Friday, December 27	Friday, January 10
Staff Partner Sign Off By:	Thursday, January 2 (for holiday)	Tuesday, January 14
Staff Partner To Review Emails:	Friday, January 3	Thursday, January 16
Mara to Review Emails:	Monday, January 6	Friday, January 17 (MLK Holiday 1/20)
<b>Feb-20</b>	<b>Send 1 (Week of February 10)</b>	<b>Send 2 (Week of February 24)</b>
Volunteer Submission Due By:	Friday, January 31	Friday, February 14
Staff Partner Sign Off By:	Tuesday, February 4	Tuesday, February 18
Staff Partner To Review Emails:	Friday, February 7	Friday, February 21
Mara to Review Emails:	Monday, February 10	Monday, February 24
<b>Mar-20</b>	<b>Send 1 (Week of March 9)</b>	<b>Send 2 (Week of March 23)</b>
Volunteer Submission Due By:	Friday, February 28	Friday, March 13
Staff Partner Sign Off By:	Tuesday, March 3	Tuesday, March 17
Staff Partner To Review Emails:	Friday, March 6	Friday, March 20
Mara to Review Emails:	Monday, March 9	Monday, March 23
<b>Apr-20</b>	<b>Send 1 (Week of April 6)</b>	<b>Send 2 (Week of April 20)</b>
Volunteer Submission Due By:	Friday, March 27	Friday, April 10
Staff Partner Sign Off By:	Tuesday, March 31	Tuesday, April 14
Staff Partner To Review Emails:	Friday, April 3	Friday, April 17
Mara to Review Emails:	Monday, April 6	Monday, April 20
<b>May-20</b>	<b>Send 1 (Week of May 11)</b>	<b>Send 2 (Week of May 25)</b>
Volunteer Submission Due By:	Friday, May 1	Friday, May 15
Staff Partner Sign Off By:	Tuesday, May 5	Tuesday, May 19
Staff Partner To Review Emails:	Friday, May 8	Thursday, May 21
Mara to Review Emails:	Monday, May 11	Friday, May 22 (Memorial Day Holiday is 5/25)
<b>Jun-20</b>	<b>Send 1 (Week of June 8)</b>	<b>Send 2 (Week of June 22)</b>
Volunteer Submission Due By:	Friday, May 29	Friday, June 12
Staff Partner Sign Off By:	Tuesday, June 2	Tuesday, June 16
Staff Partner To Review Emails:	Friday, June 5	Friday, June 19
Mara to Review Emails:	Monday, June 8	Monday, June 22