

Email Schedule Due Dates by Month FY 2020-2021

Jun-20	Send 1 (Week of June 8)	Send 2 (Week of June 22)
Volunteer Wufoo Submission Due By:	Friday, May 29	Friday, June 12
Staff Partner Wufoo Submission Sign Off By:	Tuesday, June 2	Tuesday, June 16
Staff Partner To Review Emails:	Friday, June 5	Friday, June 19
Final Review:	Monday, June 8	Monday, June 22
Jul-20	Send 1 (Week of July 6)	Send 2 (Week of July 20)
Volunteer Wufoo Submission Due By:	Wednesday, June 24	Wednesday, July 8
Staff Partner Wufoo Submission Sign Off By:	Friday, June 26	Friday, July 10
Staff Partner To Review Emails:	Wednesday, July 1	Wednesday, July 15
Final Review:	Thursday, July 2	Thursday, July 16
Aug-20	Send 1 (Week of August 10)	Send 2 (week of August 24)
Volunteer Wufoo Submission Due By:	Wednesday, July 29	Wednesday, August 12
Staff Partner Wufoo Submission Sign Off By:	Friday, July 31	Friday, August 14
Staff Partner To Review Emails:	Wednesday, August 5	Wednesday, August 19
Final Review:	Thursday, August 6	Thursday, August 20
Sep-20	Send 1 (Week of September 7)	Send 2 (Week of September 21)
Volunteer Wufoo Submission Due By:	Wednesday, August 26	Wednesday, September 9
Staff Partner Wufoo Submission Sign Off By:	Friday, August 28	Friday, September 11
Staff Partner To Review Emails:	Wednesday, September 2	Wednesday, September 16
Final Review:	Thursday, September 3	Thursday, September 17
Oct-20	Send 1 (Week of October 12)	Send 2 (Week of October 26)
Volunteer Wufoo Submission Due By:	Wednesday, September 30	Wednesday, October 14
Staff Partner Wufoo Submission Sign Off By:	Friday, October 2	Friday, October 16
Staff Partner To Review Emails:	Wednesday, October 7	Wednesday, October 21
Final Review:	Thursday, October 8	Thursday, October 22
Nov-20	Send 1 (Week of November 9)	Send 2 (Week of November 23)
Volunteer Wufoo Submission Due By:	Wednesday, October 28	Wednesday, November 11
Staff Partner Wufoo Submission Sign Off By:	Friday, October 30	Friday, November 13
Staff Partner To Review Emails By:	Wednesday, November 4	Wednesday, November 18
Final Review:	Thursday, November 5	Thursday, November 19
Dec-20	Send 1 (Week of December 7)	Send 2 (Week of December 21)
Volunteer Wufoo Submission Due By:	Wednesday, November 25	No Emails
Staff Partner Wufoo Submission Sign Off By:	Friday, November 27	
Staff Partner To Review Emails:	Wednesday, December 2	EOFY efforts and university is closed.
Final Review:	Thursday, December 3	
Jan-21	Send 1 (Week of January 11)	Send 2 (Week of January 25)
Volunteer Wufoo Submission Due By:	Wednesday, December 30	Wednesday, January 13
Staff Partner Wufoo Submission Sign Off By:	Monday, January 4 (back from break)	Friday, January 15
Staff Partner To Review Emails:	Wednesday, January 6	Wednesday, January 20
Final Review:	Thursday, January 7	Thursday, January 21
Feb-21	Send 1 (Week of February 8)	Send 2 (Week of February 22)
Volunteer Wufoo Submission Due By:	Wednesday, January 27	Wednesday, February 10
Staff Partner Wufoo Submission Sign Off By:	Friday, January 29	Friday, February 14
Staff Partner To Review Emails:	Wednesday, February 3	Wednesday, February 17
Final Review:	Thursday, February 4	Thursday, February 18
Mar-21	Send 1 (Week of March 8)	Send 2 (Week of March 22)
Volunteer Wufoo Submission Due By:	Wednesday, February 24	Wednesday, March 10
Staff Partner Wufoo Submission Sign Off By:	Friday, February 26	Friday, March 12
Staff Partner To Review Emails:	Wednesday, March 3	Wednesday, March 17
Final Review:	Thursday, March 4	Thursday, March 18
Apr-21	Send 1 (Week of April 12)	Send 2 (Week of April 26)
Volunteer Wufoo Submission Due By:	Wednesday, March 31	Wednesday, April 14
Staff Partner Wufoo Submission Sign Off By:	Friday, April 2	Friday, April 16
Staff Partner To Review Emails:	Wednesday, April 7	Wednesday, April 21
Final Review:	Thursday, April 8	Thursday, April 22
May-21	Send 1 (Week of May 10)	Send 2 (Week of May 24)
Volunteer Wufoo Submission Due By:	Wednesday, April 28	Wednesday, May 12
Staff Partner Wufoo Submission Sign Off By:	Friday, April 30	Friday, May 14
Staff Partner To Review Emails:	Wednesday, May 5	Wednesday, May 19
Final Review:	Thursday, May 6	Thursday, May 20
Jun-21	Send 1 (Week of June 7)	Send 2 (Week of June 21)
Volunteer Wufoo Submission Due By:	Wednesday, May 26	Wednesday, June 9
Staff Partner Wufoo Submission Sign Off By:	Friday, May 28	Friday, June 11
Staff Partner To Review Emails:	Wednesday, June 2	Wednesday, June 16
Final Review:	Thursday, June 3	Thursday, June 17