

Email Schedule Due Dates by Month FY 2021-2022

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