



**Coordinator Calendar and Checklist:
YACS-STEM 2009-2010**

Date Due	Item	Notes/where to locate	Status
Dec, 2009	Budget proposal (financial form)	KIDS website: grantee center	
Feb 12, 2010	Registration for Student Summit	KIDS website: grantee center	
April 1	Mid-year Financial form (first reimbursement)	Use the same form submitted in the fall	
April 1	Teacher and Community Partner e-mail addresses collected	KIDS website: grantee center	
April 1	LASSIE: log in to sub-grantee account and update your user account	E-mail from KIDS called "It's time to use the new Learn and Serve reporting system": http://www.lsareports.org/default.aspx	
April 1	LASSIE S-L provider info. accounts set up	February e-mail from KIDS: http://www.lsareports.org/default.aspx	
April 25	Deadline for hotel reservations for Student Summit	KIDS website: grantee center	
April 29-30	Design sites only: Attend reflection and planning mtg, Augusta, ME	Forthcoming e-mail from KIDS will have more information	
May 25-26	Attend Student Summit: UNH, NH		
June 1	LASSIE reminder: collect all needed information before school is out!	http://www.lsareports.org/default.aspx	
June 30	LASSIE report finished!	http://www.lsareports.org/default.aspx	
June 30	Teacher & Community Partner surveys must be completed	On-line link to surveys will be sent directly to those individuals	
July 16	Fully documented project due for each project completed	KIDS website: grantee center	
TBA	Registration for YACS/STEM Institute	Forthcoming e-mail from KIDS with more information	
August 4-6	STEM teachers attend summer institute		
October 1	Year-end financial close-out for 09-10	Use the same form submitted in April	