

# Important Dates for Spring 2019 Project SHINE

**January 16th:** Application for teachers requesting coaches *and* students applying to be coaches opens

**January 28th:** Placement interviews begin (Appointments are scheduled through application.)

**February 8th:** Coaching Orientation from 3:00 – 4:30 in **Conlan 101**, Ocean Campus **(Mandatory for All New Coaches)**

**February 9th-16th:** Coaching begins (depending on placement schedule)

**March 8th:** **Check-in email #1 due** (Check email regularly for information.)

**April 20th:** **Check-in email #2 due** (Check email regularly for information.)

**April 26th:** Timesheets are due to receive extra points in your designated classes and/or SHINE certificates. (If doing a makeup after deadline, please email [projectshine@mail.ccsf.edu](mailto:projectshine@mail.ccsf.edu).)

**May 3rd:** Project SHINE Reflection Celebration - 3:00 - 4:15, location to be announced **(Mandatory for ALL Coaches)**

**No coaching** – February 15-18 (Presidents Day weekend), March 25-30 (Spring Break), March 31 (Cesar Chavez Day) – Please plan makeup classes with your teacher. The first week of May is extra for makeup emergencies.