****

**COMMUNICATION PLAN**

**INTRODUCTION:**

This resource is designed to help Fellows follow communication procedures specified in the contract. If you have any questions, please contact Courtney at [courtney@campuselect.org](mailto:courtney@campuselect.org).

**CHECK-IN CALLS:**

Fellows are required to schedule biweekly check-in calls with their State Director, the first of which should be during the week of Aug. 19. Your National Fellowship Director (Courtney) will join every other biweekly check-in call (i.e., every four weeks) to provide Fellows with additional support. (Please see the check-in call schedule below.)

Fellows should email their State Director, and copy Courtney, to schedule these biweekly check-in calls before Aug. 19. (Aug. 19 is also the date of the first Fellows training.)

Fellows are responsible for rescheduling a check-in call if they are unable to make it. Fellows should email their State Director, and copy Courtney if it is a week in which she is to be on the call. Of course, Fellows are welcome to schedule additional calls with their State Director and/or Courtney outside of their biweekly check-in calls.

**CHECK-IN CALL SCHEDULE:**

Week of Aug. 19: State Director

Week of Sept. 2: State Director and Courtney

Week of Sept. 16: State Director

Week of Sept. 30: State Director and Courtney

Week of Oct. 14: State Director

Week of Oct. 28: State Director and Courtney

Week of Nov. 11: State Director

Week of Nov. 25: State Director and Courtney

**COMMUNICATION LOG:**

Fellows are strongly encouraged to fill out [this communication log](https://docs.google.com/forms/d/e/1FAIpQLSeP01Vi8tJeo6z0kiku0Q-qyyR9q6fQBYYXx10lVAq1_Zx_LA/viewform?usp=sf_link) following each scheduled meeting on campus. The goal with this is to keep a running account of who Fellows are meeting with and what is being discussed and to better organize your work this semester.