

- January 15 – Spring recruiting plan due
- January 31 – Interns and house leaders recruited from current students
- January 31 – One on one meeting with house leader
- February 15 – Spring check-in with every student complete
- February 15 – Staff check-in with mentor
- March 31 – Estimate number of travelling students
- April 30 – Final group email to mentors, including guidance on closure
- April 30 – House leader final meeting, including guidance on closure
- May 15 – Students transitioned to alumni in Kindful and added to Facebook group
- May 31 – Thank yous completed to Institute speakers and mentors
- May 31 – Estimate number of new mentors needed for next year
- May 31 – Spring semester evaluation of all elements completed
- May 31 – Initial intern meeting and development plan begun
- May 31 – House groups communicated to house leaders and students
- May 31 – Staff development and support raising plan due (including vacation and solitude time)
- June 30 – Student and house leader orientations location and date set
- June 30 – Welcome packet planned and promo gear ordered
- June 30 – Move-in plan
- June 30 – Summer communication with each fall student
- July 15 – Missions plan set – trips, conferences, international students, etc.
- July 15 – Make sure house leaders have communicated with fall roommates
- July 15 – Institute location set
- July 31 – Fall Institute schedule set
- July 31 – Packets to fall instructors (packets ready July 1)
- July 31 – Mentors selected
- July 31 – Summer communication with each fall student
- August 1 – Fiscal year begins
- August 15 – Training with each mentor/packet delivered
- August 15 – Move-in completed
- August 31 – House leader meeting schedule set
- September 15 – Pictorial directory
- September 15 – Staff check-in with mentor
- September 15 – One-on-one meeting with each house leader
- September 30 – Initial training held for all travelers and support letters out
- September 30 – Visited house group meeting
- September 30 – Check-in with every student complete
- October 15 – Review house agreement
- October 15 – Fall recruiting plan due – church plugs, prospective house leaders, events, etc.
- October 31 – LDC application ready to go
- November 15 – Estimated staff needs for next fall
- November 15 – Fall rent rates, deals, promotions determined
- December 15 – Fall semester thank yous to mentors and Institute speakers
- December 31 – Fall semester evaluation