

# Events Calendar Proposal

## By The UNM-Gallup Staff Council Events Committee

During a Staff Council meeting in May 2023, it was suggested that a Calendar be created and added to the UNM-Gallup website in order for all Staff Council events to be listed.

During July 2023 meeting, planning began for a Staff Council Annual Events Calendar. The Events Committee was created a few months after that and took on the Calendar planning.

According to Section 2, Subhead E of the Staff Council bylaws, one of our specific functions is to “Organize events, community engagement, award programs for staff, along with professional development.”

The following is a calendar of existing campus events, proposed events and ideas, holidays and awareness months throughout the year. The purpose of this calendar is to help the Staff Council keep track of what’s happening on campus year-round and to determine what events it wants/needs to organize on an annual basis.

The Events Committee recognizes that organizing events takes time and resources that we may not have currently. All of our staff members are busy with full-time work schedules and important duties related to their primary job. Therefore, we acknowledge that some events may take higher priority than others. Also, it’s OK to cancel or hold off on certain events if we don’t have the ability to organize them.

## SPRING SEMESTER

### January

Jan. 2: Campus Opens

Jan. 16: Spring Semester Begins

Mid-Late January: Robert’s Rules Training

Jan. 31: Election of Staff Council Executive Committee

Early-Mid January: Kick-Off Week

Jan. 15: Martin Luther King Jr. Day

New Student Orientation

Idea: Campus Resource Fair (to coincide with New Student Orientation perhaps)

## **February**

Black History Month: DEI hosts events annually. Needs more staff attendance/support.

Feb. 14: Valentine's Day

Mid February: BeKind UNM Week (donation drive of stuffed animals and food items)

Idea: Share the Love Valentine's Staff Kudos

Idea: Health Fair

## **March**

Women's History Month

Disability Awareness Month

March 11-15: Spring Break

March 1: Employee Appreciation Day

March 12: Working Moms Day

March 14: Pi Day

March 17: St. Patrick's Day

March 31: Easter

## **April**

Sexual Assault Awareness Month (Promote LoboRespect and other UNM/community resources)

Autism Awareness Month

April 1: April Fool's Day

April 3: National Walking Day

April 4: National School Librarian Day

April 5: Walk to Work Day

April 20: High Five Day

April 24: Administrative Professionals Day

Idea: Benefits Palooza (Basic Needs Peer Navigator Program)

## **May**

Graduation/Commencement: TBD

May 5: Cinco de Mayo

May 7: National Teacher Appreciation Day

May 15: Peace Officers Memorial Day

May 27: Memorial Day

Early May: Economic Development Week

Early May: Job Fair (Organized by Public Relations in conjunction with Economic Development Week)

## **SUMMER SEMESTER**

### **June**

National Safety Month

Immigrant Heritage Month

ALS Awareness Month

African-American Music Appreciation Month

LGBTQ Pride Month

Filipino Heritage Month

Great Outdoors Month

June 15: Nature Photography Day

June 19: Juneteenth

## **July**

National Hot Dog Month

National Grilling Month

National Ice Cream Month

Make a Difference for a Child Month

Purposeful Parenting Month

Anti-Boredom Month

July 4: Independence Day

Idea: Staff Social with hot dog grilling and ice cream

## **FALL SEMESTER**

### **August**

Mid August: Kick Off Week

New Student Orientation

Idea: Campus Resource Fair (to coincide with New Student Orientation)

### **September**

Hispanic Heritage Month

Sept. 4: Labor Day (Campus Closed)

Safety Week + Campus Safety Walk

Safety Fair (organized by Jacob LaCroix/Safety Committee)

Idea: Health Fair

## **October**

Domestic Violence Awareness Month

National Substance Use Prevention Month

Oct. 4: Coffee with a Cop Day (Organized by Nursing previously)

Oct. 12-13: Fall Break

Oct. 16: Boss' Day

Oct. 31: Halloween Day

Oct. 31: Halloween Carnival (Will this event continue? Who will organize?)

Mid October: College Transfer Fair (Organized by Student Affairs)

Idea: Voter Registration Drive (Invite McKinley County Bureau of Elections to campus)

## **November**

Native American Heritage Month

Nov. 28: Thanksgiving Day (Campus Closed)

Idea: Food Drive around Thanksgiving

Idea: Benefits Palooza (Basic Needs Peer Navigator Program)

Idea: Job Fair (Is it feasible to host another Job Fair?)

## **December**

Staff Council Executive Committee Nominations

Dec. 11-16: Finals Week

Dec. 22-Jan. 1: Winter Break



Early December on a Thursday: Holiday in New Mexico

Idea: Secret Santa or Secret Pal

Idea: Staff Potluck and/or Salsa Recipe Contest