

NAMI On Campus Calendar Guide

Every year, NAMI On Campus (NOC) clubs put on events and activities to promote mental health awareness and educate their communities. The best way to organize your club's goals is to sit down and put together a rough calendar to guide you through your timelines and events. This guide will help you put together your club's calendar and shows an example of what a basic calendar could look like.

As a reminder, every club is different, so it is best to plan out the number of activities and events based on your club's capacity. Keep in mind that you should revisit your plans every semester/term to evaluate your club's commitments and capacity. Things change, and you can always adjust your plans to fit your capacity and your campus needs.

Meetings

Everyone has different things going on in their lives such as academics, sports, other clubs, outside of school electives, and other commitments. It is important to sit down with your club leaders and advisor to discuss what day and frequency works best within your schedules.

Events

Events take a lot of work to put together as they are meant to engage the whole school. To best prepare for a successful event, place a tentative hold on a day that your leaders believe is the best date. If plans change (you can't get the location you want on that date, other members can't attend that day, etc.), you can always move it to a new day. This place holder will help you figure out when you need to complete different tasks leading up to the event such as creating flyers, sending out announcements, securing the location, and collecting materials. To make things easy, you can start by placing all known campus-wide events such as Club Fairs, Food Fairs, Decision Days, and other events that invite clubs to participate. You may be able to ask your ASB or campus event hub for a calendar. After that, think about if you want to host events tied to awareness days/weeks/months. You can reference the mental health awareness dates sheet ([link](#)) in your planning.

Activities

Activities in your club meetings are a great way to keep your club members engaged and spark interest for new club members. Developing a separate activity calendar will help your club leaders save time in deciding what club meetings will look like each time. As mentioned in the events section, these activity dates can also work as placeholders and can change as your club needs. You can take ideas from the Event Planning Guide, Activity Guide, or come up with your own original ideas!



The following calendars are for you to reference when building your club’s calendar. Feel free to get creative with how you display your calendar for club members and your campus! You can have your months as busy or as low effort as you need it to be when considering your leaders and members’ schedules and availability.

Be sure to include the following in your calendar: club meetings, club events, club tabling opportunities, and school closures.

Club Calendar Template

Club Events, Tabling, School Closed

September- Suicide Prevention Awareness Month						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1.	2.
3.	4.	5. NOC Meeting @3:30pm	6.	7.	8.	9.
10.	11.	12. NOC Meeting @3:30pm	13. Club Fair @1pm in the quad	14.	15.	16.
17.	18.	19. NOC Meeting @3:30pm	20.	21.	22.	23.
24.	25.	26. NOC Meeting @3:30pm	27.	28.	29. Movie Night @7pm	30.

December						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1.	2.
3.	4.	5. NOC Meeting @3:30pm	6. Animal Therapy in	7.	8.	9.

			the quad @1pm			
10.	11. FINALS WEEK	12. FINALS WEEK	13. FINALS WEEK	14. FINALS WEEK	15. FINALS WEEK	16.
17.	18. CAMPUS CLOSED	19. CAMPUS CLOSED	20. CAMPUS CLOSED	21. CAMPUS CLOSED	22. CAMPUS CLOSED	23.
24.	25. CAMPUS CLOSED	26. CAMPUS CLOSED	27. CAMPUS CLOSED	28. CAMPUS CLOSED	29. CAMPUS CLOSED	30.

May- Mental Health Awareness Month						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1. NOC Meeting @3:30pm (Start elections for new leaders)	2.	3.
4.	5.	6. Tabling in the quad @11am	7.	8. NOC Meeting @3:30pm	9. In Our Own Voice Presentation @2pm	10.
11.	12.	13. Tabling in the quad @11am	14.	15. NOC Meeting @3:30pm	16.	17.
18.	19.	20. Tabling in the quad @11am	21.	22. NOC Meeting @3:30pm	23. NAMI Speaker Presentation @6pm	24.
25.	26.	27. Tabling in the quad @11am	28.	29. NOC Meeting @3:30pm	30.	NAMI Walks @8am



Alternative Event and Activity Calendar Template

In this layout, you can add more detail to your calendar. This can include brief descriptions of events, club activities, and tabling opportunities. Having this on as a live document can also help with editing to keep up with any changes you may need to make later down the road.

Date	Topic	Lead	Notes
September 5, 2023	Calendar Planning	President	
September 12, 2023	Club Fair Planning	President	-creating digital and physical flyers for club and upcoming events
September 13, 2023	Club Fair	President	-arrive 30 minutes early for set-up
September 19, 2023	New Member Welcome and NOC Presentation	All Leaders	-discuss ideas for movie night -suicide prevention awareness month
September 26, 2023	How to Set Your School Planner for Less Stress	Vice President	-discuss movie night
September 29, 2023	Movie Night: Inside Out	Secretary	-arrive 30 minutes early to set-up -
December 5, 2023	Mental Health and Cultural Stigma Presentation	President	-discuss last minute details about animal therapy event -wrap up for the semester before finals
May 1, 2024	Making a Personal Crisis Kit	Secretary	-have counselor attend to support students if needed -solidify tabling volunteers for MHA Month -Elections Planning
May 6, 2024	MHA Month Tabling	Vice President	
May 8, 2024	How to Build Sustainable Self-Care Practices	President	-reminders for IOOV presentation -Elections Updates
May 9, 2024	In Our Own Voice Presentation	President	
May 13, 2024	MHA Month Tabling	Vice President	
May 15, 2024	How to Support a Friend	Vice President	-reminders about upcoming events



			-Final deadlines for elections
May 20, 2024	MHA Month Tabling	Vice President	
May 22, 2024	Making Stress Balls and Slime	Treasurer	-Winding down for the semester -reminder about NAMI Speaker -final words for elections
May 23, 2024	NAMI Presentation	President	
May 27, 2024	MHA Month Tabling	Vice President	
May 29, 2023	Welcome New Leaders and Discuss Next School Year	President	-NAMI Walks -Year Successes -Next year thoughts on goals
May 31, 2024	NAMI Walks	Vice President	

Want to use a downloadable template to get started? [Click here!](#) (link to a google doc)