

2012 Washington WIC Coordinator Calendar

January 2012—January 2013

**Bring in the new
year:**

- **Reduce,**
- **Reuse,**
- **Recycle and**
- **Refill!**



Access [Washington “green”](#)



January 2012



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 Plan for monthly in-services for 2012.	4	5	6	7
8	9 Schedule Annual <u>Civil Right In-service</u> for staff.	10	11	12	13 Prepare for <u>National Nutrition Month</u> in March.	14
15	16 Martin Luther King Jr.s Day State WIC Office CLOSED	17 Prepare FFY12 WIC budget for submission this month.	18	19	20	21
22	23 Assure new Rights and Responsibility (R&R) forms have been ordered and received.	24	25 Update <u>Client Compliance Point of Contact</u> information.	26	27	28
29	30	31 Practice <u>open-ended questions</u> during your staff meeting.	Consider purchasing paper supplies made from 30% <u>recycled</u> paper. Use <u>recycled</u> for all paper products: paper towels, toilet paper, napkins, envelopes, post-it notes, etc.			

February 2012



Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Begin using new Rights and Responsibility (R&R) forms.	2 Recycle all "old" R&R forms.	3 Participate in <u>Hunger Action Day</u>.	4
5	6 Finalize 2012 Nutrition Education Plan.	7	8 Write plan for <u>Local Agency Yearly Self-Evaluation</u>.	9	10 Focus on the success and efforts of WIC staff.	11
12	13 Complete Expenditures, Budget and Staff Plan.	14	15 Annual Peer Counseling Report Due. DELIVERABLE	16 Plan for staff performance reviews.	17	18
19	20 President's Day State WIC Office CLOSED	21 Submit Expenditures, Budget and Staff Plan.	22	23	24	25
26	27	28 Email clinic address or phone number changes to: wic@doh.wa.gov.	29 Practice reflections during the staff meeting.	Encourage the use of both sides of the paper for printing and for note-taking. When appropriate, reuse paper for scratch paper. Create a box for scrap paper located near the printer/copier.		



March 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>Reduce: Inspire staff to bring their lunch in an insulated lunch bag instead of a disposable bag. Encourage reusable containers.</p> <p><u>National Nutrition Month 2012: Get Your Plate in Shape</u></p>				1 Register staff, who missed the Oct. '11 WIC Connects Training, for training in June '12.	2 Order outreach flyers with the updated income guidelines from <u>Within Reach</u> .	3
4	5	6	7	8	9 <u>South Sound BF Network Conference</u> Jane Heinig - Olympia	10
<p><u>NWA 2012 Washington Leadership Conference</u> Washington D.C.</p>						
11	12	13 <u>Advanced Topics in Breastfeeding Support</u> —Tukwila	14 <u>Registered Dietitian Day</u>	15	16	17
<p><u>Core WIC Training</u></p>						
18	19	20	21	22	23 Set up time to do chart review.	24
25	26 Prepare for Farmers Market Program (FMNP) which begins June 1.	27	28 View annual report data for agencies and counties.	29 Summarize at the end of each topic discussed at the staff meeting.	30 Submit 2012 Nutrition Education Plan. DELIVERABLE	31

April 2012

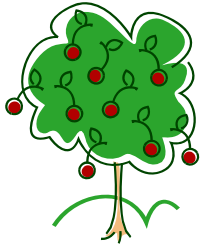


Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Begin using new income guidelines for WIC.	3 Encourage staff to complete Time Study.	4	5	6 Support Connector with Energizer—make time on staff meeting agenda.	7
8	9	10	11	12 Check out WIC Works for new resources.	13	14
15	16	17	18	19	20	21 Do at least one action to support Earth Day.
9th Annual Nutrition & Health Conference Boston, MA						
22	23	24	25	26	27 Continue providing affirmation to WIC staff.	28
Washington State Dietetic Association 2012 Convention Hilton and Convention Center , Vancouver, WA						
29	30 Plan for World Breastfeeding Week – Aug. 1-7.	Reduce: Make it a habit to think before you print. Read or store employee handbooks or meeting agendas online. Send updates to staff by email instead of printing them out. File email messages in Outlook or another email system instead of printing and filing a hard copy.				

May 2012



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Reduce: Suggest to staff to drink tap water and use reusable water bottles. Avoid purchasing bottled water.		1	2	3	4	5
6	7	8	9	10 Visit WIC Connects on WA WIC Web site.	11	12
13	14	15 Identify ways to support the WIC Connector.	16	17 Assure all staff who need WIC Connects Training are scheduled.	18	19
20	21	22	23	24	25 FMNP checks arrive at clinics.	26
NWA 2012 Annual Education and Networking Conference & Exhibits Denver, CO						
27	28 Memorial Day State WIC Office CLOSED	29 Register staff for the UMN National Maternal Nutrition Intensive Course (via video stream).	30	31 Schedule time for staff to view UMN video stream course (e.g. late August to mid-October).	Reduce: Unplug all electrical devices at the end of the day or consider using a power strip designed to stop all current when device is not in use.	



June 2012

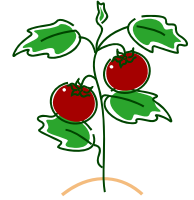
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>Refill: Bring green plants into the building to facilitate cleaner air. Plants absorb indoor air pollution and increase the flow of oxygen. Choose air-purifying plants such as bamboo, Boston ferns, peace lilies and spider plants.</p>					1 Farmers Market Nutrition Program begins.	2
3	4 Register staff for the UMN video stream.	5 WIC Connects Training	6	7 WIC Connects Training	8	9
10	11	12	13	14 WIC Connects Training	15	16
17	18	19	20	21 WIC Connects Training	22 WIC Connects Training	23
24	25	26 Greet staff and clients with warm and respectful words.	27	28	29	30

July 2012



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Encourage staff to complete Time Study.	3	4 Independence Day State WIC Office CLOSED	5	6	7
8	9	10 Schedule time to do chart review.	11	12	13	14
15	16	17	18	19	20 Visit WA WIC web site for WIC Connects updates.	21
22	23	24	25	26	27	28
Core WIC Training						
29	30 Prepare FFY12 Budget update for submission to state WIC office.	31	Set up recycling bins in all common areas where trash bins are present. Also provide a recycling bin in each office area and don't forget the non-office spaces like the kitchen. Spend a few minutes at a staff meeting reviewing proper recycling practices.			

August 2012



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Refill: On a nice day, open windows instead of using air conditioning. Encourage staff to take breaks outside to get fresh air.			1	2	3	4
			Enjoy World Breastfeeding Week			
5	6	7	8	9	10	11
Continuation of World Breastfeeding Week						
12	13	14	15	16 Support Connector with Energizer-make time on staff meeting agenda.	17	18
19	20	21	22	23	24	25
26	27 View the UMN National Maternal Nutrition Intensive Course via video stream.	28	29	30	31 Explore staff thoughts, feelings and reactions to topics shared during the staff meeting.	



September 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Reuse: Create a designated area in the supply closet, a supply drawer or elsewhere for staff to place unwanted office supplies for reuse. Reduce: Staple less and instead use paper clips. Look for paper clips made from recycled and post-consumer materials.
2	3 Labor Day State WIC Office CLOSED	4 Last month to complete the time study for the 2012 WIC Expenditure Report.	5 View the UMN National Maternal Nutrition Intensive Course via video stream.	6	7	8
9	10	11 NWA 2012 Biennial Nutrition Ed. & Breastfeeding Conf. Los Angeles, CA	12	13	14	15
		Core WIC Training				
16	17 Begin to prepare FFY13 WIC budget for submission in January 2013.	18	19	20	21	22
		WIC Coordinator Training				
23	24	25	26 Embrace the different possibilities for defining success.	27	28 Submit A-19's promptly for BF Peer Counseling Program.	29
30	Reduce: Turn the lights off when leaving rooms/offices. At night, unplug microwaves, coffee makers and other small appliances.					

October 2012



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Begin time studies for new Federal Fiscal Year 2013.	2 Last month for clients to redeem FMNP checks.	3 Last month to view the UMN video stream.	4	5	6 <u>ADA Food and Nutrition Conference and Expo (FNCE)</u>
7	8	9	10	11	12	13
<u>ADA Food and Nutrition Conference and Expo (FNCE) - Philadelphia</u>						
14	15	16	17	18	19	20
21	22	23	24 Be involved in <u>Food Day</u>, a national event.	25	26	27
28	29	30	31 Use positive descriptive words to thank staff for their work.	Green act of kindness: Make peanut butter and jelly sandwiches and give to the homeless as you come across them in your daily commute.		

November 2012



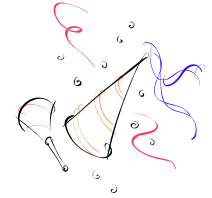
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>Reduce: Discover some environmental friendly steps in this checklist for preparing the office for the holiday shut-down.</p>				1	2	3
4	5	6	7	8	9	10
<p>Core WIC Training</p>						
11	12 Veteran's Day State WIC Office CLOSED	13	14 Schedule time to review charts.	15	16	17
18	19 Plan monthly in-services for 2013.	20	21	22	23	24
				<p>Thanksgiving Day State WIC Office CLOSED</p>		
25	26	27	28 Ask for WIC Connects ideas from staff for the upcoming year.	29 Submit final A-19 billing for Federal Fiscal Year 2012.	30 Submit the Federal Fiscal Year 2012 WIC Expenditure Report. DELIVERABLE	



December 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Refill: Explore buying biodegradable writing implements. Most office supply stores provide refillable printer cartridges and pens. Consider using pencils made from reforested wood with biodegradable erasers. Consider reducing the paper margins in order to decrease the length of documents being printed.						1
2	3	4	5	6	7	8
WIC Nutritionist Training						
9	10	11	12	13	14	15
16	17	18	19	20 Review equipment inventory list.	21	22
23	24	25 Christmas Day State WIC Office CLOSED	26	27	28 Affirm progress for staff's ability to change and build on WIC Connect skills.	29
30	31 Calibrate anthropometric equipment.	Enjoy a holiday craft activity with staff. Make pencil holders from recycled <u>phone books</u>, <u>cans</u>, <u>toilet paper rolls</u>, and <u>old diskettes</u>.				

January 2013



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Reduce: Set back the thermostats at night and on weekends. Rely on natural lighting as much as possible.		1	2	3	4 Focus the new year on staff's WIC Connect skills.	5
6	7 Schedule Annual <u>Civil Right In-service</u> for staff.	8	9	10	11	12
13	14	15 Prepare for <u>National Nutrition Month</u> in March.	16	17	18	19
20	21 Update <u>Client Compliance Point of Contact</u> Information.	22	23	24	25	26
27	28	29	30	31	Continue to: <ul style="list-style-type: none"> • Reduce, • Reuse, • Recycle and • Refill in 2013 	

For persons with disabilities, this document is available on request in other formats.

To submit a request, please call 1-800-841-1410 (TDD/TTY 1-800-833-6388).

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