

Sample Schedules

Sample Schedule 1: Monthly Timeline

(Regular weekly tech support volunteering + monthly presentations and special events)

September: Introduction to Devices and Basic Navigation

- **Week 1:**
 - **Meet and Greet** – Students and seniors meet for the first time to set expectations for the year. Introduction to CLEO, explaining regular volunteering and presentation structure.
 - **Regular Volunteering** – Students provide one-on-one tech support, assisting seniors with their devices.
 - **Week 2:**
 - **Presentation** – “Getting Comfortable with Your Devices” (Slideshow). Students give a structured lesson on basic device navigation, buttons, and settings.
 - **Regular Volunteering** – One-on-one tech support continues, helping seniors with specific questions related to their devices.
 - **Week 3:**
 - **Regular Volunteering** – Students help seniors practice what they learned from the presentation.
 - **Week 4:**
 - **Regular Volunteering** – Assist seniors with continued practice on their devices, reinforcing basic navigation skills.
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October: Communication Tools

- **Week 1:**
 - **Presentation** – “Staying Connected: Calls, Texts, and Video Chat” (Slideshow). Students present on making calls, sending texts, and setting up video calls.
 - **Regular Volunteering** – Help seniors practice using phones, texting, and video calling with their own devices.
 - **Week 2:**
 - **Regular Volunteering** – Continued one-on-one tech support, focusing on improving communication skills like texting and making calls.
 - **Week 3:**
 - **Regular Volunteering** – Provide additional assistance with communication tools (texts, calls, video chats), helping seniors gain confidence.
 - **Week 4:**
 - **Regular Volunteering** – Assist seniors with troubleshooting any remaining issues related to communication.
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November: Email and Internet Basics

- **Week 1:**
 - **Presentation** – “Exploring the Internet and Email” (Slideshow). Introduce email setup, sending emails, and safe web browsing.
 - **Regular Volunteering** – Help seniors set up an email account and practice browsing the internet.
 - **Week 2:**
 - **Regular Volunteering** – Assist with sending emails, attaching files, and using web browsers safely.
 - **Week 3:**
 - **Regular Volunteering** – Help seniors with continued email practice and navigating the web.
 - **Week 4:**
 - **Regular Volunteering** – Focus on safe browsing habits, email etiquette, and troubleshooting internet issues.
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December: Hot Chocolate Social

- **Week 1:**
 - **Regular Volunteering** – Provide one-on-one tech support as usual, helping seniors with any unresolved issues from previous months.
 - **Week 2:**
 - **Hot Chocolate Social** – Fun, informal gathering for students and seniors to enjoy hot chocolate and socialize. No tech support this week.
 - **Regular Volunteering** – Briefly assist seniors before or after the social event.
 - **Weeks 3 and 4:**
 - **Winter Break** – No volunteering sessions.
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January: Social Media and Staying Safe

- **Week 1:**
 - **Presentation** – “Connecting with Family and Friends on Social Media” (Slideshow). Teach seniors about Facebook, Instagram, and social media privacy.
 - **Regular Volunteering** – Help seniors set up social media accounts and adjust privacy settings.
- **Week 2:**
 - **Regular Volunteering** – Assist seniors with navigating social media platforms, posting updates, and interacting safely online.
- **Week 3:**
 - **Regular Volunteering** – Continue social media assistance and focus on troubleshooting any privacy or account issues.
- **Week 4:**

- **Regular Volunteering** – Ongoing tech support, helping seniors build confidence on social media.
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February: Online Shopping and Digital Banking

- **Week 1:**
 - **Presentation** – “Shopping and Banking Safely Online” (Slideshow). Teach online shopping basics, banking apps, and security tips.
 - **Regular Volunteering** – Assist seniors with setting up an Amazon account or online banking and provide safety tips.
 - **Week 2:**
 - **Regular Volunteering** – Help seniors practice online shopping, reviewing order tracking and safe payment methods.
 - **Week 3:**
 - **Regular Volunteering** – Provide support for online banking tasks (checking balances, transferring money) and reinforce online security.
 - **Week 4:**
 - **Regular Volunteering** – Troubleshoot any shopping or banking issues, focusing on scam awareness.
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March: Photos, Videos, and Cloud Storage

- **Week 1:**
 - **Presentation** – “Capturing Memories: Photos and Cloud Storage” (Slideshow). Teach seniors how to take, share, and store photos.
 - **Regular Volunteering** – Help seniors practice taking photos and organizing them into albums.
 - **Week 2:**
 - **Regular Volunteering** – Assist with cloud storage setup, uploading photos to Google Photos or iCloud.
 - **Week 3:**
 - **Regular Volunteering** – Continue cloud storage support and troubleshoot any photo management issues.
 - **Week 4:**
 - **Regular Volunteering** – Ongoing assistance with photo sharing and storage management.
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April: Entertainment Apps and Streaming

- **Week 1:**
 - **Presentation** – “Music, TV, and More: Using Entertainment Apps” (Slideshow). Introduce seniors to streaming apps like Spotify, Netflix, and YouTube.

- **Regular Volunteering** – Help seniors set up and navigate entertainment apps on their devices.
 - **Week 2:**
 - **Regular Volunteering** – Continue assisting seniors with using music and video streaming services.
 - **Week 3:**
 - **Regular Volunteering** – Provide ongoing support with entertainment apps, helping seniors discover new content.
 - **Week 4:**
 - **Regular Volunteering** – Troubleshoot any remaining issues with apps and provide additional guidance.
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May: Digital Safety and Scam Awareness

- **Week 1:**
 - **Presentation** – “Staying Safe in a Digital World” (Slideshow). Teach seniors about password safety, recognizing scams, and using two-factor authentication.
 - **Regular Volunteering** – Help seniors implement safety measures like setting up strong passwords.
 - **Week 2:**
 - **Regular Volunteering** – Practice recognizing phishing emails and scams with seniors.
 - **Week 3:**
 - **Graduation Ceremony** – Celebrate seniors’ completion of the CLEO program with certificates and a fun ceremony.
 - **Week 4:**
 - **Regular Volunteering** – Final wrap-up session to answer any last questions and encourage seniors to continue practicing their skills.
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Sample Schedule 2: Quarterly Timeline

September: Devices, Communication, and Internet Basics

- **Week 1:**
 - **Meet and Greet** – Introduction for students and seniors to set goals and expectations for the year.
 - **Regular Volunteering** – Assist seniors with any immediate questions or tech issues they may have.
 - **Week 2:**
 - **Regular Volunteering** – Continue providing one-on-one tech support, focusing on basic navigation and device setup.
 - **Week 3:**
 - **Presentation** – “Getting Started: Devices, Communication, and Basic Internet Skills” (Slideshow). Introduction to device functions, making calls, sending texts, using email, and browsing the web.
 - **Hands-On Practice** – Help seniors practice using their devices, making calls, sending emails, and searching the web.
 - **Week 4:**
 - **Regular Volunteering** – Ongoing support for device navigation, communication tools, and internet browsing. Reinforce what seniors learned in the presentation.
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October: Regular Volunteering and Tech Support

- **Week 1:**
 - **Regular Volunteering** – Focus on addressing specific questions seniors have about communication tools and devices.
 - **Week 2:**
 - **Regular Volunteering** – Continue helping seniors with basic email use, browsing, and any issues they encountered with devices.
 - **Week 3:**
 - **Regular Volunteering** – Provide troubleshooting for email issues, practice text messaging, and reinforce browsing safety.
 - **Week 4:**
 - **Regular Volunteering** – Ongoing one-on-one assistance, helping seniors feel more confident in using their devices.
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November: Social Media, Online Shopping, and Safety

- **Week 1:**

- **Presentation** – “Staying Connected: Social Media, Shopping, and Online Safety” (Slideshow). Introduction to Facebook, Instagram, online shopping (Amazon), and digital safety.
 - **Hands-On Practice** – Assist seniors in setting up social media accounts and walking through the basics of online shopping.
 - **Week 2:**
 - **Regular Volunteering** – Provide additional support with social media accounts and help seniors adjust privacy settings or post photos.
 - **Week 3:**
 - **Regular Volunteering** – Last session before winter break. Provide seniors with continued support and troubleshooting.
 - **Week 4:**
 - **Regular Volunteering** – Continue providing tech support, with a focus on reinforcing social media and online shopping safety tips.
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December: Regular Volunteering and Tech Support

- **Week 1:**
 - **Regular Volunteering** – Continue to assist with social media, online shopping, and answer any pending tech questions.
 - **Week 2:**
 - **Hot Chocolate Social** – Informal gathering to enjoy hot chocolate and socialize.
 - **Regular Volunteering** – Briefly assist seniors before or after the social event.
 - **Weeks 3 & 4:**
 - **Winter Break** – No volunteering sessions.
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January: Photos, Entertainment, and Cloud Storage

- **Week 1:**
 - **Presentation** – “Enjoying Your Devices: Photos, Music, TV, and Cloud Storage” (Slideshow). Teach seniors how to take photos, use cloud storage, and navigate music/video streaming apps.
 - **Hands-On Practice** – Help seniors take photos, upload them to Google Photos or iCloud, and stream music or videos.
- **Week 2:**
 - **Regular Volunteering** – Continue assisting with photo organization, cloud storage management, and using entertainment apps.
- **Week 3:**
 - **Regular Volunteering** – Focus on troubleshooting any issues seniors encounter with photos, cloud storage, or streaming apps.
- **Week 4:**

- **Regular Volunteering** – Additional support for managing photos, discovering more entertainment apps, and troubleshooting any device-related problems.
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February: Regular Volunteering and Tech Support

- **Week 1:**
 - **Regular Volunteering** – Help seniors with any issues related to photos, cloud storage, or entertainment apps.
 - **Week 2:**
 - **Regular Volunteering** – Focus on reinforcing the skills seniors learned in January, particularly photo storage and cloud management.
 - **Week 3:**
 - **Regular Volunteering** – Continue one-on-one assistance, answering seniors' questions and troubleshooting issues.
 - **Week 4:**
 - **Regular Volunteering** – Ongoing tech support to build seniors' confidence with their devices.
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March: Advanced Digital Skills and Safety

- **Week 1:**
 - **Presentation** – “Mastering Technology: Advanced Skills and Digital Safety” (Slideshow). Teach seniors about password management, two-factor authentication, and scam awareness.
 - **Hands-On Practice** – Help seniors set up strong passwords, enable two-factor authentication, and identify potential scams.
 - **Week 2:**
 - **Regular Volunteering** – Continue practicing security skills, focusing on scam recognition and email safety.
 - **Week 3:**
 - **Regular Volunteering** – Ongoing tech support, helping seniors manage their passwords, security settings, and online privacy.
 - **Week 4:**
 - **Regular Volunteering** – Address any remaining questions and reinforce online safety tips.
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April: Regular Volunteering and Tech Support

- **Week 1:**

- **Regular Volunteering** – Provide support for advanced skills, such as setting up two-factor authentication or troubleshooting account security.
 - **Week 2:**
 - **Regular Volunteering** – Continue assisting with online safety and helping seniors protect their digital accounts.
 - **Week 3:**
 - **Regular Volunteering** – Focus on troubleshooting any device issues seniors may be encountering.
 - **Week 4:**
 - **Regular Volunteering** – Ongoing support for all learned skills, building confidence with device use.
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May: Final Review and Graduation Ceremony

- **Week 1:**
 - **Regular Volunteering** – Help seniors with any remaining tech issues or questions they have from earlier in the year.
 - **Week 2:**
 - **Regular Volunteering** – Reinforce all key skills learned throughout the year and troubleshoot any device or software issues.
 - **Week 3:**
 - **Graduation Ceremony** – Celebrate seniors' completion of the CLEO program with a formal ceremony, awarding certificates and recognizing their progress.
 - **Week 4:**
 - **Regular Volunteering** – Final session for wrap-up, answering any last-minute questions and providing encouragement for seniors to keep practicing their skills.
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