At the Albert Einstein College of Medicine, one of our missions is to provide our students with opportunities to foster meaningful connections and collaboration with the Bronx community. Einstein’s longitudinal Service Learning Course was developed in 2022 in alignment with this mission. In this course, students will learn about the needs and strengths of the Bronx and other local communities by pairing active community service with critical reflection and a dedicated curriculum imparting the knowledge, skills, and attitudes needed for successful community engagement.

Students will:

1. partner with community-based organizations (CBOs) to engage in meaningful service that meets the community’s identified needs and has reciprocal benefits to the student and the community served.
2. have structured time to prepare for, reflect on, and connect the service experience to professional competencies such as cultural humility, professionalism, inter- and intra-professional communication, teamwork, and social responsibility.
3. have opportunities to interweave service-learning with other educational and clinical experiences across the medical school curriculum to learn about and address social determinants of health in order to provide patient-centered care with cultural humility.

To achieve these goals, students will partner with a community-based organization in one of 13 focus areas to complete 40 hours of service over the course of one year. The focus areas and service-learning sites are described in the following pages:
Einstein Community Health Outreach (ECHO) Free Clinic

The ECHO Free Clinic provides free, high-quality, comprehensive health care to the uninsured population of the Bronx of New York City. Einstein students who are elected to the preclinical board will be able to use ECHO as their service-learning site. These students will have set roles to coordinate the daily functions of the clinic and further develop processes and innovations in collaboration with other members of the board.

Site Leader: Amarilys Cortijo,
ECHO Free Clinic Medical Director

Address: 1894 Walton Ave, The Bronx, NY 10453

Frequency: Weekly

Timing: Saturdays, Weeknight Board Meetings

https://www.einsteinmed.edu/students/clubs/echo/
Bedford Park Multi Service Center for Senior Citizens, Inc

Known as the Sister Annunciata Bethell Senior Center, whose mission is to provide a “Home Away From Home” - a place to gather with friends, to share a meal, and serve as a safe haven from isolation. They strive to enhance the quality of life of seniors by promoting healthier lifestyles through cultural, technological, nutritional, physical and social programming. Einstein students will participate in these programs including the hypertension clinic and conduct health promotion topic discussions.

Bronx Community Board 9

Bronx Community Board 9 serves the communities of Bronx River, Castle Hill, Clason Point, Harding Park, Parkchester, Park Stratton, Soundview / Bruckner, & Unionport. Bronx Community Board 9’s mission is to create family friendly neighborhoods for all. Einstein students will attend community board meetings and events, collect and learn about city-wide and local resources available to our communities, engage in health-related projects that serve our residents, and engage seniors in community activities, share important information with them, and help seniors stay connected to current and future events to encourage their input and participation.

Bronx Oncology Living Daily (BOLD) Cancer Wellness Program

BOLD is a wellness and support program open to anyone affected by cancer, including Montefiore Einstein Cancer Center patients, family caregivers and members of the cancer care community. Einstein students will provide health education and wellness workshops, conduct clinical outreach in the Bronx community around cancer screenings, perform quality of life assessments with Bronx cancer patients, participate in cultural and identity-based cancer outreach task forces, and engage in other activities involving cancer patient support and cancer outreach in the community.
Montefiore Office of Community & Population Health

Dedicated to advancing the health of the entire community, the Montefiore Office of Community and Population Health works in partnership with community organizations to assess needs and resources, and develop and implement innovative programs that address critical health issues faced by Bronx residents. Einstein students will develop and lead a workshop series on a variety of health topics with Bronx community groups and contribute to the community engagement plan for the 2025-2027 Bronx-wide Community Health Needs Assessment.

Montefiore School Health Program

The Montefiore School Health Program (MSHP)—the largest and most comprehensive school-based health program in the country—provides coordinated primary and preventive healthcare to public elementary, middle and high school students throughout The Bronx and Southern Westchester County. Einstein students will participate in classroom-based education and outreach about services such as vision screening to the school community including teachers, students and families.

Yonkers Public Library

The Yonkers Public Library provides extensive programming to support and improve the health of its patrons. Einstein students will develop and lead health education workshops on topics including hypertension, diabetes, nutrition, stress & anxiety, bike safety; participate in the parent-kids healthy reading/healthy lifestyle initiative; assist with case management services; and coordinate the blood pressure cuff program.
Friends of Pelham Parkway
The Friends of Pelham Parkway is an environmental group of volunteers in Pelham Parkway. The group advocates for environmental and social justice utilizing the greenway including equity in parks maintenance and native trees planting. The group partners with local schools such as Bronx Dale High School to clean up the local Bronx community. Einstein students will participate in cleaning, planting, raking, and painting in Pelham Parkway, in addition to coordinating outreach and organizing events to support these efforts.

James Baldwin Outdoor Learning Center
The James Baldwin Outdoor Learning Center (JBOLC) is a local nonprofit organization whose mission is to strive for inquiry and project-based solutions at the juncture of food, environmental and social justice. Since its beginning in August of 2020, in the midst of the Covid Pandemic, the JBOLC Garden Community Farmers Market has become a community hub for the sharing of fresh farm produce, healthy vegan and vegetarian food and educational, arts and gardening programming. Einstein students will learn about how our organization serves the community through local greenspace stewardship, community gardening and market management.
**Exercise & Active Lifestyle**

**Achilles International: Bronx Running Chapter**
Achilles International, a global organization operating in 18 countries including the US, transforms the lives of people with disabilities through athletic programs and social connections. Einstein students will continue to develop and grow the Bronx Running Chapter and recruit volunteers and people with disabilities to run, connect, and support each other.

- **Site Leader:** Ariel Fishman, Senior Director, Office of Institutional Research
- **Address:** Belfer 407A, runs in Pelham Bay Park
- **Frequency:** Weekly
- **Timing:** Wednesdays 6-8pm and occasional additional meetings

- **https://www.achillesinternational.org/**

**Montefiore Adaptive Sports Team**
Montefiore’s Department of Physical Medicine and Rehabilitation coordinates an adaptive sports team that offers physical activity for people with disabilities. Sports range from wheelchair basketball and tennis to adaptive boxing, yoga, and zumba. A recent partnership with Achilles International has led to weekday opportunities for adaptive cycling. Einstein students will coordinate and support these efforts.

- **Site Leader:** Eugene Palatulan, Attending Physician
- **Address:** 111 East 210th St, Bronx NY 10467
- **Frequency:** Monthly
- **Timing:** Saturdays 11am-1pm; Mon/Thurs 6-8pm (Adaptive Basketball); Wed (Adaptive Cycling)

- **https://www.nyjtl.org/caryleeds/**

**New York Junior Tennis & Learning (NYJTL) / Cary Leeds Center for Tennis & Learning**
The mission of New York Junior Tennis & Learning is to develop the character of young people through tennis and education for a lifetime of success on and off the court. NYJTL Scholar Athlete Program offers high quality tennis and educational support to provide a pathway for under-resourced NYC children to attend and graduate from college. Einstein students will participate in health education and youth sports with Scholar Athlete participants.

- **Site Leader:** Raiyan Nafee, Academic Program Director, Scholar Athletes Program
- **Address:** 1720 Crotona Ave, Bronx NY 10457
- **Frequency:** Monthly or Twice Monthly
- **Timing:** Saturdays and Sundays 11am-3pm

- **https://www.schools.nyc.gov/schools/X121**

**PS 121 (BODY Active Lifestyle)**
Einstein’s Bronx Obesity Diabetes and You (BODY) Active Lifestyle student group developed a program to provide exercise and nutrition activities with elementary school children. In this program at PS 121, Einstein students will work with 4th and 5th grade students on a biweekly basis to emphasize the importance of an active lifestyle and healthy eating through a mix of physical activity and learning.

- **Site Leader:** Melissa Gonzalez, Assistant Principal
- **Address:** 2750 Throop Ave, Bronx NY 10469
- **Frequency:** Twice Monthly
- **Timing:** Tuesdays 12:35pm-2:15pm (can be flexible)
Breaking Ground

Breaking Ground’s mission is to strengthen individuals, families, and communities by developing and sustaining exceptional supportive and affordable housing as well as programs for homeless and other vulnerable New Yorkers. In partnership with Breaking Ground staff, Einstein students will primarily develop and deliver health education/promotion presentations (in small group format) on topics of relevance for our population and may also participate in a range of ongoing programming at our residences including various tenant activities, workshops, events, etc. Additional experiential learning opportunities are also possible based on interest and availability.

Boom! Health Harm Reduction Center
(Argus Community Inc)

The Harm Reduction Center provides participants who are injecting drug users with sterile syringes and other harm reduction supplies at its drop-in center and through Peer delivery syringe exchange. Support services include low-threshold counseling services, crisis intervention, HIV/HCV testing and linkage to care. The Drop-in Center also provides daily support and education groups (including LGBT support groups), care coordination services, wound care, acupuncture and complementary therapies. Einstein students will participate in health education and other harm reduction efforts.

BronxWorks/The Living Room Drop-In Center

The Living Room is one of the only 24-hour drop-in centers in the Bronx for street homeless adults. Clients are welcome to spend time off the street, use the laundry and showers, eat a hot meal, and get other essential help. The Living Room is a long-time partner of the student-run Homeless Outreach Project at Einstein (HOPE) group, which seeks to provide educational and health resources to the homeless and high-risk populations of the Bronx. Einstein students will provide health education, facilitate enrichment activities, and participate in stress reduction and harm reduction interventions.
Department of Homelessness Services-
Harm Reduction Training Team

The NYC Department of Homeless Services (DHS) is a social service organization providing temporary shelter to over 100,000 households annually in over 400 shelters. People experiencing homelessness experience significant health disparities and face numerous challenges accessing and engaging in care and prevention services. DHS is developing a CME/CNE accredited “Harm Reduction Training for Homeless Health Care Provider” training series to build capacity of DHS affiliated medical providers to provide care to clients in shelter. Einstein students will work with DHS administration to develop training content alongside leaders in the field of medical education and harm reduction care, as well as plan, implement and evaluate the training series project.

Streetwork Project

The Safe Horizon Streetwork Project operates Drop-In Centers where youth experiencing homelessness can socialize in a safe non-judgmental place. In the Drop-Ins, young people can get help with daily necessities such as meals, showers, clothing, wellness activities; medical care; legal assistance; mental health services; sexual health and HIV prevention materials and testing; obtaining identification; obtaining public benefits; linkages to emergency shelter; and housing advocacy. Einstein students will participate in meal preparation, health fairs, and other needs at the Drop-In Centers.

https://www.safehorizon.org/streetwork/

Site Leader: Tamara Amoah-Awuah, Assistant Director of Drop In and HIV Services

Address: 209 W 125th St, 2nd Floor New York NY 10027

Frequency: Monthly

Timing: Weekdays 10am-6pm except Wednesdays
BronxWorks Family Sanctuary

BronxWorks Family Sanctuary (BFS) is a family shelter that works solely with asylum seeker families. Our site has 90 family units, and the families range from 2 people up to 7 people. The focus at BFS is to ensure families’ basic needs are met, and that they are engaging with our onsite Immigration Case Manager to put together their asylum application and pursue legal status. In addition, we provide general Case Management services, Social Work services, and access to a Client Navigator. Einstein students will have the opportunity to run workshops/groups alongside our Client Care Coordinators (Social Workers) with adults on a subject matter they are passionate about/find relevant. Students will also have the opportunity to run workshops/groups alongside our Youth Workers in the Recreation Department with youth aged 5-17 years old. *Spanish speaking students preferred

Einstein Human Rights Clinic

The Einstein Human Rights Clinic (EHRC) is a student-led organization established in 2023 by Einstein students and Dr. Carolina Miranda in partnership with The Bronx Health Collective (a Federally Qualified Health Center in the Montefiore Health System and the flagship site of the Children’s Health Fund). The EHRC aims to meet the increasing need for medical evaluations of immigrants seeking asylum in the US. Participating students will assist in the completion of forensic medical evaluations by taking detailed notes and drafting medical affidavits under the direct supervision of licensed clinicians. Additionally, students will lead the clinic by maintaining clinic operations and partnerships, expanding the volunteer base, and propelling future clinic development. *Spanish speaking students preferred

https://bronxworks.org/

Site Leader: Yevgeniya Bednaya, Residence Director

Address: 4747 Bronx Boulevard, Bronx NY 10470

Frequency: Twice Monthly

Timing: Weekdays 9am-5pm, afterschool youth programming 2:30-6:30pm

https://www.childrenshealthfund.org/bronx-health-collective/

Site Leader: Carolina Miranda, MD, Assistant Professor, Department of Family and Social Medicine

Address: 853 Longwood Ave, Bronx NY 10459

Frequency: Monthly

Timing: Weekdays during clinic hours
WJCS Center Lane

WJCS Center Lane was founded in 1995 and was the first and is still the only program and educational center for Lesbian, Gay, Bisexual, Transgender, and Queer/Questioning (LGBTQ+) youth, under 21, in Westchester County. WJCS Center Lane is where LGBTQ+ youth create community, connect with culture and contribute to the world. Einstein students will coordinate monthly events for LGBTQ+ youth and ongoing support for programming and support groups.

https://www.wjcs.com/services/centerlane/

Site Leader: David Diamond, Program Specialist
Address: 845 North Broadway, White Plains, NY 10601
Frequency: Weekly or Twice Monthly
Timing: 1st and 3rd Friday of the month 6-9pm (structured socialization), events on Saturdays/Sundays, Wednesdays 6-9pm (Transparency Group)
Arts and Integrative Medicine Program at Montefiore Child Outpatient Psychiatric Department

AIM delivers collaborative, compassionate, community health care programming that is equity-focused, trauma-responsive, and arts-infused. The AIM program at Montefiore integrates evidence-based practices with community-informed theories and practices to meaningfully engage with and amplify the voices of young patients, health care workers and families in the Bronx. Einstein students will engage in a narrative medicine service-learning project involving AIM participants, the community, and at least one of the following arts initiatives: songwriting, spoken-word poetry, dance, filmmaking, fine arts, heritage arts, gardening, and/or photography.

Human Development Services of Westchester (HDSW)

HDSW is a social service organization providing quality behavioral health, rehabilitative, health, residential, and community stabilization services in Westchester County. HDSW is dedicated to empowering the individuals and families we serve to achieve self-sufficiency. Einstein students will work with the various programs to create unique projects, from group classes to individualized work with clients.

Kings Harbor Multicare Center

The Kings Harbor Multicare Center provides long-term and short-term skilled nursing care for more than 700 residents. Einstein students will establish longitudinal relationships with select nursing home residents that they will continue to nurture over the period of their time spent here. In addition, they will be administering periodic cognitive and depression screening under the guidance of licensed Social Workers in the facility during their visits. The students will also be volunteering and assisting in seasonal and regular recreational activities organized by the facility, e.g. Halloween parade, wheelchair decorating contest, bingo, cooking classes, etc. as per their schedule.
New Settlement Community Center (Bronx Helpers)

Bronx Helpers will engage 54 middle school youth in afterschool program activities that build their understanding of organizing and civic engagement and the role it plays in shaping their community. In 2023-24 this will include building awareness of issues of food insecurity in our community; street safety for children and families; and environmental projects focused on maintaining and supporting clean parks. While supporting emergency food distribution efforts in Mount Eden, Bronx Helpers will learn principals of community organizing and engage civic leaders to provide more investment and support to fight hunger, on a sustained level, for families in our community. Einstein students will provide weekly education and mentorship to middle school youth to achieve these goals, with a focus of providing mental health and wellbeing workshops for participants and parents.

https://newsettlement.org/bronxhelpers/

Site Leader: Irene Rosario, Director

Address: 1484 Inwood Ave, Bronx NY 10452

Frequency: Twice Monthly

Timing: Weekdays 2:30-6pm
Food Bank for New York City
Food Bank for New York City is the city’s largest hunger-relief organization with a mission to end hunger by organizing food, information and support for community survival and dignity. Einstein students will develop and provide nutrition education workshops and food demonstrations as well as assist with pantry needs.

Grassroots Grocery
A volunteer-powered food rescue and distribution network ensuring that healthy food makes its way into the heart of under-resourced communities. Einstein students will consider the community fridge infrastructure in the city and will work to improve food rescue activities related to that infrastructure. *preference for students with cars

Mosholou Montefiore Community Center
MMCC is a vital community resource that changes the course of lives of Bronx and Manhattan residents. MMCC combats food insecurity through a food pantry that provides healthy fresh food options to the community and an aeroponic tower program that encourages people to eat more plant-based foods. MMCC’s culinary program provides hands-on skills training to students ages 18 - 24 who are looking to pursue a career in the culinary industry. Einstein students will assist with packing, client registration, stock and distribution for the pantry, and management of the aeroponic tower. Einstein students will also have the opportunity to assist with MMCC’s culinary program.
Project Bravo Food Pantry

Project Bravo Food Pantry provides a community based outreach program supporting the neediest populations in the Bronx and combating high rates of HIV among at-risk families and LGBTQ individuals ages 15 years and over. Project Bravo Emergency Food Pantry serves to enrich the lives through health and wellness along with nutrition assistance where financially otherwise not reasonable because of resources. Einstein students will participate in food packaging and distribution, screening for social determinants of health, and other community outreach efforts to combat food insecurity and increase awareness about the program.

Site Leader: Tynisha Malone, Program Director
Address: 3058 Bainbridge Ave, Bronx NY 10467
Frequency: Monthly
Timing: Weekdays 8am-4:30pm

www.projectbravofoodpantry.org
Dr. Emily Women’s Health Center

A Bronx Women’s Medical Pavilion d.b.a. “Dr. Emily Women’s Health Center,” has been providing the highest quality abortion care and the most up-to-date gynecological services to patients in the South Bronx, New York, since 2004. The practice offers surgical abortions with anesthesiology for a pain free procedure, from 5 to 21 weeks of pregnancy and non-surgical abortions (RU 486/Abortion Pill) from 5 to 9.4 weeks. Einstein students will serve as escorts for patients into the clinic, as well as build up and support out-of-state care coordination efforts at Dr. Emily Women’s Health Center. *Spanish speaking students preferred

https://www.dremily.net/

Site Leader: Theresa Chong, Director, Dr. Emily’s Women’s Health Center

Address: 642 Southern Blvd. Bronx NY 10455

Frequency: Monthly or Twice Monthly

Timing: Saturdays 9:45am-12pm; virtual support with out of state care coordination efforts
ADAPT Community Network

ADAPT Community Network is the leading human service not-for-profit and a pioneer in providing cutting edge programs and services for people with disabilities. ADAPT Community Network is a partner of The American Academy of Developmental Medicine & Dentistry (AADMD) chapter at Einstein. Einstein students will spend time in the day program and group homes providing health education and other services.

Amputee Walking School / Montefiore Rehabilitation Medicine Department

The Amputee Walking School allows for continued training of the amputee following completion of physical therapy. Training is catered to the patient’s abilities, and the patient receives support and encouragement from other amputees of varying ability levels. In collaboration with the Department of Physical Medicine and Rehabilitation (PM&R) and the PM&R residents’ amputee support group, Einstein students will partner with the Amputee Walking School to plan and provide regular in-person support groups for amputees.

Einstein Buddies / Montefiore Rose F. Kennedy Children’s Evaluation and Rehabilitation Center

RFK CERC, located in the Van Etten Building, is a comprehensive interdisciplinary center offering premier diagnostic and therapeutic services for infants, children and adults with, or at risk for developmental disabilities. The physical (PT) and occupational therapy (OT) team at RFK CERC has been a longstanding partner of the student-driven Einstein Buddies group, which facilitates Einstein students to attend physical and occupational therapy sessions, assisting in fun play activities guided by the therapist. There are didactic and community participation events that members can organize and help patients and families to enjoy. For this site, Einstein students will work in collaboration with RFK CERC PT/OT department to coordinate accessible educational, recreational and physical activities for patients and families of RFK CERC based on assessed community need and interest. This collaboration will also continue to run Einstein Buddies.
Einstein Future Advocates in Medicine (EFAM)

Einstein Future Advocates in Medicine (EFAM) is a student organization focused on empowering and mentoring students from diverse communities in the Bronx and the greater NYC area to pursue careers in health fields. EFAM equips students interested in medicine with the necessary tools needed to be forces of change and advocacy in medicine. Einstein students on the EFAM board will serve in one of the following roles: President (1), Mentorship Coordinators (3), Professional Education Coordinators (3), MCAT Coordinators (2) in collaboration with Bronx Community Health Leaders to provide mentorship, professional education, and MCAT prep to support future careers in the health sciences.

Montefiore Community Workforce Programs/ Hero High School

Montefiore’s Community Workforce Programs leads and manages a portfolio of community-based workforce programs designed to make a positive impact on the health and overall well-being of our communities. Einstein students will work in partnership with CWP staff to engage with Health Education and Research Occupations High School (HERO High) students. HERO High is a career and technical high school where students learn how to save lives and serve their communities by preparing for a career in healthcare. Einstein students will visit HERO High throughout the academic year to provide lessons, demonstrations, presentations, etc. There will be opportunities to engage with high school students in classrooms, small groups and perhaps 1:1.

Pelham Lab High School

A New York City Department of Education public high school that strives to engage and inspire all students in rigorous, challenging study. All staff members are dedicated to the idea that our students represent unique, holistic models of growth and evolution and that our mutual destination is the path of continued academic success. Einstein students will have opportunities to mentor high school students interested in science careers and engage in science and health related projects through after school clubs, tutoring, and/or research mentorship.
Youth Mentorship

Mary Mitchell Family and Youth Center/After School Program
The Mary Mitchell Family and Youth Center After School Program picks children up from school and provides activities from 2-6pm, including a healthy home-made meal, tutoring and/or homework help, fitness, arts and/or community improvement activities. Einstein students will have opportunities to develop and lead health education workshops for students and community members, create lessons/activities for the Food Justice Club Teen Program, and engage in other community outreach, surveying, and fundraising.

Site Leader: Aleyna Rodriguez, Executive Director
Yaya Gonzalez, Site Supervisor
Address: 2007 Mapes Avenue, Bronx NY 10460
Frequency: Monthly
Timing: Weekdays 11am-6pm; M/W/F Food Justice Club, Tues Farmers Market/Food Buying Club

New Visions Charter High School for Advanced Math & Science II
AMS II is a charter high school committed to the personal, social & emotional well-being of students. We provide our scholars with opportunities critical for post-secondary success. Einstein students will partner with 9th-12th grade students and engage with service-learning opportunities of their own design, deliver health-related presentations during pre-health club meetings, and help students pursue passion projects to improve their school and local communities through personal mentoring.

Site Leader: Daniel James Milbrand, Assistant Principal
Address: 900 Tinton Ave, Bronx NY 10456
Frequency: Twice Monthly
Timing: Weekdays 3:30-4:30pm

PS 96 (Neighborhood Initiatives Development Corporation)
The mission of the Neighborhood Initiatives Development Corporation is to prepare youth for a successful future and help build thriving communities. One of their after-school programs at PS 96 allows participants to receive homework help, expand their robotics skills, along with many other academic activities and clubs. Einstein students will have one-on-one mentoring opportunities with students in the after-school program and will also assist with facilitation of social emotional learning activities.

Site Leader: Ruth Rodriguez, Site Supervisor
Toni Faella-Salas, Director of After School Programs
Address: 2385 Olinville Avenue Bronx NY 10467
Frequency: Monthly
Timing: Weekdays 2:50-5:30pm

https://themarymitchellfyc.org/
https://www.newvisions.org/ams2
https://nidcny.org/youth
Service Learning Program | 718-430-2979 | ServiceLearning@einsteinmed.edu
PSMS 89 (Neighborhood Initiatives Development Corporation)
The mission of the Neighborhood Initiatives Development Corporation is to prepare youth for a successful future and help build thriving communities. One of their afterschool programs at PSMS 89 allows participants to explore different activities such as robotics, media, cheer, basketball, dance and art to foster their interest. Einstein students will have one-on-one mentoring opportunities with students in the afterschool program and will also collaborate with them on service-learning programs, civic engagement initiatives and help educate them on SEL topics such as hygiene.

Site Leader: Johnny Ponce, Program Director
Toni Faella-Salas, Director of After School Programs
Address: 2385 Olinville Avenue Bronx NY 10467
Frequency: Monthly
Timing: Weekdays 2:50-5:30pm

Eastchester Gardens NYCHA Community Center (Neighborhood Initiatives Development Corporation)
The mission of the Neighborhood Initiatives Development Corporation is to prepare youth for a successful future and help build thriving communities. The Community Center at Eastchester Gardens provides afterschool programming for kindergarten through fifth grade students, evening programming for teens and young adults and weekend programming for adults and seniors. Einstein students will have one on one mentoring opportunities with participants from all programs, and conduct informational presentations for parents, students and other participants on various health topics.

Site Leader: Jason Williams, Program Director
Toni Faella-Salas, Director of After School Programs
Address: 3016 Yates Avenue, Bronx NY 10469
Frequency: Monthly
Timing: Weekdays 2:50-5:30pm or early evenings