**Purpose**:

* This document is an overview of information that should be provided to all AF AHS staff during December PD to prepare staff for the annual Alumni Homecoming event

**Timing:** 1st Friday PD Session in December (by December 15 at latest)

**Announcement:**

* While it may seem very far in advance, Alumni Homecoming will be taking place on Thursday, January 10th
* On Thursday, January 10th we will run a regular Monday-Thursday schedule, but Alumni Homecoming panels will take place in Blocks 7-9, depending on grade level
* The Faculty Session will take place from 4:15-5:00 in the gym
* Next week I will be attending each GLT meetings in order to go over roles for staff member related to:
	+ Preparation for scholars for Alumni Homecoming (complete by Wednesday, January 9th)
	+ Schedule & Run of Show for Alumni Homecoming (anything taking place on Thursday, January 10th)
	+ Faculty Session (4:15-5:00 on Thursday, January 10th)
	+ Reflection for scholars for Alumni Homecoming (complete by Thursday, January 17th)
* Thank you in advance for your cooperation, this is an incredibly exciting and meaningful day for our alumni, our staff and our scholars. If you have individual questions, please send me an email!

**After Announcement**:

* *During PD*: Principal should follow announcement with encouragement for staff to stay late on Thursday, January 10th for the session
* *After PD*: Include “High Level” (Student perspective + Faculty Session) Alumni Homecoming schedule in the Weekly Howl
* *After PD*: Email GLCs to coordinate presentation at GLT meetings before holiday break