Alumni Program Table of Contents

Key:

“Overview” documents provide high-level information on what the folder contains and the best practices of using these documents.

“Best Practice” documents should be used guidelines for delivering the highest level of quality in whatever the document discusses.

“Template” documents should be copied, and then used and customized to your needs. They are designed to be plug-and-play.

“Guide” documents should be taken as general instructions.

“Exemplar” documents provide examples of high quality work, and can serve as models for newer versions.

“Tool” documents are provided to help enter, crunch or analyze information.

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| --- | --- | --- |
| Folder/Practice | Resource Cluster | File Name  |
| 1. Onboarding Resources for Alumni Counselors
 |  | Table of Contents – Alumni ProgramsOverview – Alumni ProgramsCalendar – Alumni Programs  |
| 1. Matriculation Support
 |  | Best Practice – Matriculation Support |
| Transcripts | Best Practice – Final Transcript Guidelines[Template – Letter to College for AF AHS Graduate Final Transcript](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2003%20Matriculation/Template%60Letter%20to%20College%20for%20AF%20AHS%20Graduate%20Final%20Transcript.doc)Template – Letter to College for Transfer Applicant HS Transcript[Template – Letter to College for Transfer Applicant HS Transcript](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2003%20Matriculation/Template%60Letter%20to%20College%20for%20Transfer%20Applicant%20HS%20Transcript.doc) |
| NY School Guides | Guide – ASAP ProgramGuide – BMCCGuide – City TechGuide – CUNY Commitment Process by CampusGuide – CUNY StartGuide – John JayGuide – Kingsborough CCGuide – Medgar EversGuide – NCCGuide – New Start Guide - York |
| Tiering |  |
| Transfers | Best Practice - Transfer Guide[Best Practice – Two Year Transfers to Four Year Colleges](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2004%20Student%20Outreach/Best%20Practices%60Two%20Year%20Transfers%20to%20Four%20Year%20Colleges.docx)[Best Practices – Tier 3 Two Year Transfers to Four Year Colleges](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2004%20Student%20Outreach/Best%20Practices%60Tier%203%20Two%20Year%20Transfers%20to%20Four%20Year%20Colleges.docx)Exemplar – CRS IV Transitions Tracker |
| Summer Materials | Best Practice – Summer Outreach and Talking Points |
| 1. Tiered Support
 |  | Overview – Tiered Support [Template – AF College Contacts database AHS and AAMS](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2009%20Campus%20Visits/AF%20College%20Contacts%20database%20AHS%20and%20AAMS.xlsx)[Exemplar – College Contacts Database](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2009%20Campus%20Visits/Exemplar%60College%20Contacts%20Database.xlsx) |
| Campus Visits | Overview – Campus Visits[Template – Visit Check-In (Long)](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2009%20Campus%20Visits/Template%60Visit%20Check-In%20%28Long%29.docx)[Template – Visit Check-In (Short)](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2009%20Campus%20Visits/Template%60Visit%20Check-In%20%28Short%29.docx)[Exemplar – Campus Visit Email to College Officials](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2005%20Campus%20Official%20Outreach/Exemplar%60Campus%20Visit%20Email%20to%20College%20Officials.docx)[Exemplar – Email to Campus Career Services Office](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2005%20Campus%20Official%20Outreach/Exemplar%60Email%20to%20Campus%20Career%20Services%20Office.docx)[Exemplar – Campus Visit Email to College Officials](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2009%20Campus%20Visits/Exemplar%60Campus%20Visit%20Email%20to%20College%20Officials.docx)[Exemplar – Campus Visit Email to Student](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2009%20Campus%20Visits/Exemplar%60Campus%20Visit%20Email%20to%20Student.docx)[Exemplar – Campus Visit Follow Up with College Officials](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2009%20Campus%20Visits/Exemplar%60Campus%20Visit%20Follow%20Up%20with%20College%20Officials.docx)[Exemplar – Campus Visit Follow Up with Student](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2009%20Campus%20Visits/Exemplar%60Campus%20Visit%20Follow%20Up%20with%20Student.docx)[Exemplar – Campus Visit Schedule](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2009%20Campus%20Visits/Exemplar%60Campus%20Visit%20Schedule.docx)[Best Practice Guide –Post Visit Checklist and Timeline](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2009%20Campus%20Visits/Post%20Visit%20Checklist%20and%20Timeline.docx)[Template – Site Visit Alumni Assessment Rubric](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2009%20Campus%20Visits/Site%20Visit%20Alumni%20Assessment%20Rubric.docx)[Exemplar – AFAmistadHSProfile1213](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2009%20Campus%20Visits/AFAmistadHSProfile1213.pdf) |
| Alumni Program Intro | [Exemplar – Alumni Program Intro Email to Campus Officials](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2005%20Campus%20Official%20Outreach/Alumni%20Program%20Intro%20email%20to%20campus%20officials.docx)[Exemplar – Alumni Program Intro email to Deans](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2005%20Campus%20Official%20Outreach/Alumni%20Program%20Intro%20email%20to%20Deans.docx)[Template – Alumni Program Intro email to Deans](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2005%20Campus%20Official%20Outreach/Template%20Alumni%20Program%20Intro%20email%20to%20Deans.docx)[Exemplar – Alumni Program Intro email to support services](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2005%20Campus%20Official%20Outreach/Alumni%20Program%20Intro%20email%20to%20support%20services.docx)[Guide – TRIO Programs](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2005%20Campus%20Official%20Outreach/AF%20TRIO%20Programs%20Guide.docx)  |
| Tier 1 Outreach | [Best Practice – Tier 1 Outreach, Monthly Themes](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2004%20Student%20Outreach/Best%20Practices%60Tier%20%201%20Outreach%2C%20Monthly%20Themes.docx) |
| Tier 2 Outreach | [Best Practice – Tier 2 Outreach Monthly Themes](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2004%20Student%20Outreach/Best%20Practices%60Tier%20%202%20Outreach%20Monthly%20Themes.docx) |
| Tier 3 Outreach | [Best Practice – Tier 3 Enrolled Outreach, Monthly Themes](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2004%20Student%20Outreach/Best%20Practices%60Tier%20%203%20Enrolled%20Outreach%2C%20Monthly%20Themes.docx)[Best Practice – Tier 3 Stopped Out Outreach, Monthly Themes](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2004%20Student%20Outreach/Best%20Practices%60Tier%203%20Stopped%20Out%20Outreach%2C%20Monthly%20Themes.docx) |
| Tiering Documents | [Best Practice – Tiering of Graduating Seniors](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2014%20Tiering%20of%20Alumni/Best%20Practices%60Tiering%20of%20Graduating%20Seniors.docx) [Best Practice – Alumni Re-Tiering](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2014%20Tiering%20of%20Alumni/Best%20Practices%60Alumni%20Re-Tiering.docx)[Exemplar – Email to Non-Teaching Faculty for Tiering of Graduates](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2014%20Tiering%20of%20Alumni/Exemplar%60Email%20to%20Non-Teaching%20Faculty%20for%20Tiering%20of%20Graduates.docx)Best Practice – AF Tiering Categories Tool – AF Tier Assessment Tool[Tool - Alumni Re-tiering Graphic Organizer](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2014%20Tiering%20of%20Alumni/Alumni%20Re-tiering%20Graphic%20Organizer.docx)  |
| Rubrics | [Template – Non-Teaching Faculty Tiering Rubric](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2014%20Tiering%20of%20Alumni/Template%60Non-Teaching%20Faculty%20Tiering%20Rubric.xlsx)[Template – Teaching Faculty Tiering Rubric](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2014%20Tiering%20of%20Alumni/Template%60Teaching%20Faculty%20Tiering%20Rubric.xlsx)Template – Teaching Faculty Tiering Rubric Template – Non-teaching Faculty Tiering Rubric |
| 1. Parent Engagement
 |  | Overview – Parent EngagementOverview – Past Alumni Parent InvolvementBest Practice – Alumni Parent Outreach |
| Fall Alumni Parent Meeting | Exemplar – Invite/Email Supporting Your Child in College ProgramExemplar – Sign In Sheet Supporting Your Child in College Program PPT – Supporting Your Child in College Program Part 1PPT – Supporting Your Child in College Program Part 2Exemplar – Handout Supporting Your Child in CollegeExemplar – Evaluation Supporting Your Child in CollegeImplementation Guide – Alumni Family Night - Run of Show |
| FAFSA Workshops | Implementation Guide – FAFSA Workshop – Run of ShowExemplar – FAFSA Workshop Email InvitationExemplar – FAFSA Workshop Invitation + ChecklistExemplar – FAFSA Workshop - Volunteer Training PPTExemplar – FAFSA Workshop – How to Update Your Submitted FAFSAExemplar – FAFSA Workshop – Sign In SheetImplementation Guide – FAFSA Workshop – Timeline and Run of Show |
| Parent Breakfast | PPT – Parent Breakfast Introduction to Alumni Programs Exemplar – Parent Breakfast Handout |
| Mailings | Exemplar – Bi-Annual Newsletter for Alumni FamiliesExemplar – Holiday Card for Alumni[Exemplar –holidaycardforcolleges12](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2005%20Campus%20Official%20Outreach/holidaycardforcolleges12.pdf) |
| 1. Alumni Events
 |  | Overview – Alumni Events  |
| Alumni Homecoming | Overview – Alumni Homecoming Budget – Alumni HomecomingImplementation Guide – Alumni Homecoming – Run of ShowImplementation Guide – Alumni Homecoming – TimelineExemplar – Alumni Homecoming Email InvitationExemplar – Alumni Homecoming Save the DateExemplar – Alumni Homecoming - December Staff Announcement Overview – Alumni Homecoming Faculty SessionExemplar – Alumni Homecoming Handout for Alumni – Schedule and Panel PrepExemplar – Alumni Homecoming Student Panel PrepExemplar – Alumni Homecoming Table Tents Faculty TopicsExemplar – Faculty Session Sample QuestionsExemplar – Notes from Faculty Session |
| Alumni Send-Off to College and BBQ | Overview – Summer Senior Send-OffImplementation Guide – Planning Timeline - Alumni BBQImplementation Guide – Alumni BBQ – Run of ShowBudget – Summer Senior Send-OffExemplar – Alumni BBQ Email InvitationExemplar – Alumni BBQ Save the Date PostcardExemplar – Alumni BBQ Check-In and Contact Information |
| 1. Funding Support and FAFSA Guidance
 |  | Best Practice – Entrance Loan Counseling and Master Promissory Notes[Template – Financial Aid Comparison Chart](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2003%20Matriculation/Template%60Financial%20Aid%20Comparison%20Chart.docx)Exemplar – Letter to a College Notice of Loan AgreementTool – Tracker for AF AHS Alumni College Funding |
| Emergency Funding | Best Practice – Emergency FundingExemplar – Emergency Funding Loan Recipient CommitmentTemplate – Emergency Funding Letter to CollegesTool – Emergency Funding Tracker 12-13Exemplar – Emergency Funding Application  |
| FAFSA Workshops | Template – FAFSA Reminder and Confirmation Emails to AlumniExemplar – FAFSA Workshop Tool for How to Update Your Submitted FAFSAExemplar – FAFSA Reminder and Resources Email Template – FAFSA Pin TrackerExemplar – College Goal Sunday Information |
| Graduation Awards | Exemplar – Graduation Award Recipients EmailImplementation Guide – Graduation Awards Breakdown of Tasks (Alumni Counselor and DSO)Exemplar – Graduation Award LetterExemplar – Letter to Faculty for Graduation Award DonationsTemplate – Letter to Colleges for AF AHS Graduation AwardsExemplar – Graduation Award Tracker (For Alumni Counselor and DSO) |
| 1. Practices for Alumni Data Collection & Analysis
 | Book Scholarships | Exemplar - Book Scholarship Overview and Matriculation Checklist HandoutBest Practices – Book Scholarship FundingBest Practices – Book Scholarship Application NotificationTemplate – Book Scholarship TrackerExemplar – AFAHS Alumni Program Book Scholarship OverviewExemplar – AFAHS Class of 2012 Family Book Scholarship MailingTemplate – Book Scholarship Check RequestExemplar – Fall Book Scholarship Notification to First Year AlumniExemplar – Fall Book Scholarship Notification to Returning AlumniExemplar – Fall First Year College Student Book Scholarship SurveyExemplar – Fall Returning College Student Book Scholarship SurveyExemplar – Spring 1st Year College Student Book Scholarship SurveyExemplar – Spring Book Scholarship Notification to All AlumniExemplar – Spring Returning College Student Book Scholarship SurveyExemplar – Student Book Scholarship Response |
| CARC | CARC Metrics – Alumni ProgramsExemplar – AF Alumni CARCExemplar – Alumni CARC Monthly GoalsExemplar – Monthly CARC Report |
| Alumni Academic Reports | Best Practice – Alumni Academic Data SharingExemplar – AF AHS Alumni Program Science Performance Data (March 2012)Resource – Mathematics Academic Data Report (November 2012)Resource – Historical Alumni Persistence UpdateResource – Alumni Persistence Update (October 2012)Exemplar – Alumni Grade TrackerExemplar – Alumni Persistence ChartResource – AF Alumni Persistence Definitions |
| National Student Clearinghouse | Template – NSC Data Upload |
| GPA Calculators | Tool – First Last GPA Calculator (Summer EOP)Tool – First Last GPA Calculator (Trimestors)Tool – First Last GPA Calculator |
| Salesforce |  |
|  |  |