**Summer Opportunities • Benchmark Calendar •** Overview

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|  | Description | Major Projects/Roles | Supporting Documentation |
| **PARTNERSHIP MANAGEMENT** | Roles and responsibilities associated with communicating with off-site partners and programs | * Researching program availability, cost and quality * Obtaining application and recruitment materials and timelines * Discussions regarding admissions and financial aid policies * Advocating for scholar roster slots and admissions * Check-ins on scholar progress and scheduling site visits * Thank you notes/reflections * Selecting blogs to share with host programs | * Summer Programs Master Tracker |
| **POLICIES AND PROCESSING** | Roles and responsibilities associated with internal outreach policies and procedures; budgeting and financial aid distributions; scholarship development and distribution; application processing and tracking systems. | * Developing program tiers and eligibility requirements * Developing financial aid distribution policies (Scholarships, program aid, etc.) * Determining internal program deadlines * Developing lists of target scholars (Pre-college, internships, growth programs) * Managing summer programming budgets * Designing scholar application workshops * Communication with AECHS staff on enrichment goals and progress | * Summer 2011 Pre-College Target Scholars List * Summer Programs Tracking Google Doc * AECHS Protocol for Financial Aid Distribution/Maintenance * Summer 2010 Pre-College Payments and Financial Aid Tracker |
| **DATA MANAGEMENT** | Roles and responsibilities associated with managing data for the use in enrichment outreach strategies as well as institutional and monetary reporting requirements. | * Developing and updating Summer Programs Tracking Google Doc with GPA, SAT, advisory and financial information * Developing and facilitating summer program reflection blogs (anecdotal data) | * Summer Programs Tracking Google Doc |
| **STUDENT/PARENT OUTREACH** | Roles and responsibilities associated with communicating enrichment benefits, objectives and eligibility requirements to scholars, parents and the AECHS community. | * Create and maintain enrichment bulletin board * Development of program catalogues * Development of enrichment one-pagers * Facilitating program information sessions for parents and scholars * Link competitive off-site enrichment opportunities with institutional academic and professionalism requirements * Creating and maintaining SP website * Facilitate scholar application workshops * Develop and implement scholar outreach | * Summer of 2011 AECHS Summer Pre-College Catalogue * Enrichment one-pagers/fact sheets * Explanation of Financial Aid document * Pre-College Night 101 Flier * Pre-College Info session invitation |
| **COLLEGE READINESS/ADVISORY** | Roles and responsibilities associated with implementing lessons or process within a classroom. | * Developing assigned unit objectives and lesson plans * Creating tools to support objectives and lesson plans | * Summer Programs unit calendar |

**Summer Opportunities • Benchmark Calendar •** Aug. – Oct.

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|  | AUGUST | SEPTEMBER | OCTOBER |
| PARTNERSHIP MANAGEMENT | * Send scholar and school thank you notes to all Summer Program partners * Request program pictures from scholars and programs * Confirm summer participation roaster | * Call programs to confirm summer participation for upcoming summer | * Communicate with summer programs that have early application deadlines to request application/recruitment timelines for the upcoming year |
| POLICIES AND PROCESSING |  | * Revisit summer programs categorization and eligibility requirements and receive approval from Leadership Team |  |
| DATA MANAGEMENT | * Facilitate reflection meetings with all summer pre-college and internship participants * Update AECHS Master Enrichment Participation spreadsheet | * Create 9th grade master spreadsheet tab in Summer Programs Tracking Google Doc |  |
| STUDENT/PARENT OUTREACH | * Schedule Summer Opps presentation/prepare materials and agenda * Complete summer program bulletin boards with pictures, information and blog suggestions | * Facilitate Summer Opps presentation for 9th grade CR sections—recruit Summer 2010 scholars as panelists * Develop Summer Enrichment at AECHS overview materials (AECHS Pre-College 101) for parents and scholars with approved programming categories and eligibility information * Schedule Pre-College Parent Information Session for 1st trimester PR Night * Send invitation mailing to families of scholars who academically qualify (or almost qualify) for summer pre-college programming (based on cumulative GPA) | * Publicly distribute invitations to scholars for the Pre-College Parent Information Night to scholars who qualify/almost qualify * Facilitate Pre-College Parent Information Night and distribute AECHS Pre-College 101 one-pagers to parents * Schedule Summer Enrichment at AECH as major agenda item for the November/December PLC meeting * Recruit Summer Pre-College Program participants to prepare presentation materials for PLC meeting. * Begin online outreach to parents/scholars; link them to blogs of successful summer scholars. |
| COLLEGE READINESS/ADVISORY | * Develop CR Unit Outlines |  |  |

**Summer Opportunities • Benchmark Calendar •** Nov. – Jan.

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|  | NOVEMBER | DECEMBER | JANUARY |
| PARTNERSHIP MANAGEMENT | * Reach out to New Haven/Yale TFA recruiter and begin talks to have 1st and 2nd deadline CMs volunteer at Sunday pre-college workshops * Develop Summer Programs Tracking Google Doc and create Summer Pre-College Programs tab with list of program sites * Reach out to sites to check-in and request application and recruitment timelines, financial aid goals and deadlines (program inventory) | * Confirm all application and recruitment timelines with pre-college partnership sites * E-mail TFA Pre-College Summer coach requirements to TFA recruiter to distribute to newly accepted CMs from 1st and 2nd deadlines. | * Communicate enrollment goals with pre-college programs and determine probability * Catalogue applications released to scholars * Develop pre-college workshop schedule and cohort strategy |
| POLICIES AND PROCESSING | * Develop AECHS Enrichment Financial Aid distribution policy and gain approval from the Leadership Team | * Develop summer pre-college target scholar tab in Google Doc * Determine internal AECHS deadlines for individual pre-college programs * Develop enrollment goals for pre-college programs * Develop summer pre-college and internships budgeting proposal for school leadership | * Communicate with advisors/CR teachers to finalize pre-college target scholars in Google Doc |
| DATA MANAGEMENT |  | * Update Summer Programs Tracking Google Doc with updated Trimester 1 cumulative averages. |  |
| STUDENT/PARENT OUTREACH | * Facilitate Summer Enrichment at AECHS PLC meeting and distribute supporting materials * Include Summer Enrichment at AECHS in any school mass mailings/e-mails to parents | * Begin draft of SECHS summer pre-college catalogue for scholars * Update AECHS Summer Program website | * Finalize AECHS summer pre-college catalogue * Upload all pre-college program applications to AECHS summer programs Edline page * Create “Program Priority” lists for eligible scholars * E-mail summer pre-college information to all scholars and parents—distribute catalogues and program priority lists * Schedule Summer Internships Fair for March |
| COLLEGE READINESS/ADVISORY |  |  | * CR classes will complete Resume unit |

**Summer Opportunities • Benchmark Calendar •** Feb. – Apr.

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|  | FEBRUARY | MARCH | APRIL |
| PARTNERSHIP MANAGEMENT | * All pre-college program applications should be released and catalogued by scholar * Create General Summer Opps tab in Master Summer Opps Google Doc * Reach out to sites to check-in and request application and recruitment timelines, financial aid goals and deadlines * E-mail all target summer opportunity programs with Summer Internship Fair invitation and RSVP request | * Most financial-aid priority deadlines are approaching for expires * Maintain communication with programs and request admission/financial aid updates * Reach out to AECHS Summer Internship sites * Continue outreach to pre-college summer program sites | * Maintain communication with programs and request admissions updates * All pre-college program admission and financial aid decisions should be released |
| POLICIES AND PROCESSING | * Process summer pre-college applications on a rolling basis and advocate for scholars * Update pre-college tab in Master Google Doc with application information * Develop fundraising strategy and support system for pre-college scholars | * All pre-college program applications should be submitted * Develop AECHS financial aid distribution projections for all target pre-college scholars * Develop internal deadlines for summer internships | * Process summer internship applications on a rolling basis; update Summer Opps Master Google Doc with submitted application information * Cross-check application processing docs with CR classes and highlight “enrichment inactive/deficient” scholars |
| DATA MANAGEMENT |  | * Update all 10th and 11th grade master spreadsheets with PSAT data | * Update all grade –level master spreadsheets with Trimester 2 cumulative averages |
| STUDENT/PARENT OUTREACH | * Facilitate pre-college workshops (Sunday Sundaes, ongoing) * Begin development of AECHS Internships and Growth Opportunities catalogue * Prepare marketing materials for AECHS Summer Internship Fair (March) * Launch pre-college fundraising initiative | * Release AECHS Internship and Growth Opportunities catalogue * Facilitate AECHS Summer Internship Fair * Upload all applications as released to AECHS website | * Continue release of AECHS Summer Internship opportunities (ongoing) * Continue pre-college fundraising initiative (ongoing) * Schedule mandatory AECHS Internship Orientation session for June date * Schedule mandatory AECHS Pre-College Orientation session for June date * Develop Summer Programs celebration for June date |
| COLLEGE READINESS/ADVISORY |  |  |  |

**Summer Opportunities • Benchmark Calendar •** May – Jul.

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|  | MAY | JUNE | JULY |
| PARTNERSHIP MANAGEMENT | * Intensive pre-college program coordination period * Intensive summer internships coordination period | * Finalize all AECHS Internship site timelines and contracts * Finalize all pre-college program transition logistics—travel, books, etc. * Check-in with general summer opportunities program sites with admissions decisions | * Schedule pre-college site visits * Schedule internship program site visits * Check-in with Summer Growth programs about scholar participation |
| POLICIES AND PROCESSING | * Intensive Summer Growth Program application processing period | * Perform intensive outreach on “enrichment inactive/deficient” scholars that are not required to attend Summer Academy—contact parents and schedule one-on-ones with scholars (ongoing) * Create pre-college and internships scholar/parent contracts * Facilitate Pre-College Orientation Session * Facilitate Internships Orientation Session * Communicate Growth Program involvement for Summer Academy scholars to parents/scholars | * Begin evaluating blogs using rubrics to begin determining potential blog “winners” |
| DATA MANAGEMENT |  |  | * Update AECHS Master Summer Programs Summer 2011 Google Doc |
| STUDENT/PARENT OUTREACH | * Perform intensive outreach on “enrichment inactive” scholars that are not required to attend Summer Academy—contact parents and schedule one-on-ones with scholars * Plan Pre-College orientation session * Plan Summer Internships Orientation session | * Close Pre-College fundraising initiative * Close Summer Internship push and school-wide celebration initiative * Launch Summer Internship push and school-wide celebration initiative | * Communicate with scholars via their blogs and copy CC parents on feedback. |
| COLLEGE READINESS/ADVISORY |  |  |  |