**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
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| **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
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| **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
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| **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
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| **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
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**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
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| POLICIES AND PROCESSING |  | * Revisit summer programs categorization and eligibility requirements and receive approval from Leadership Team
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| 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.
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| COLLEGE READINESS/ADVISORY | * Develop CR Unit Outlines
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**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
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| 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
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| DATA MANAGEMENT |  | * Update Summer Programs Tracking Google Doc with updated Trimester 1 cumulative averages.
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| 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
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| COLLEGE READINESS/ADVISORY |  |  | * CR classes will complete Resume unit
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**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
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| 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
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| DATA MANAGEMENT |  | * Update all 10th and 11th grade master spreadsheets with PSAT data
 | * Update all grade –level master spreadsheets with Trimester 2 cumulative averages
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| 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
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| 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
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| 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”
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| DATA MANAGEMENT |  |  | * Update AECHS Master Summer Programs Summer 2011 Google Doc
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| 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.
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| COLLEGE READINESS/ADVISORY |  |  |  |