Planning Summer Programs: Overview of Practices

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1. Overview

Planning Summer Programs is 100% owed by the Summer Programs Coordinator. It is a process that begins in September and continues through the entire school year iteratively. Because many Summer Programs components rely on the support and involvement of outside entities, whether pre-college programs, intern hosts, or enrichment partners, it is essential to plan ahead of schedule and solidify partnerships far in advance. This planning process also necessitates the constant monitoring of scholar academic progress, as opportunities will be available according to their academic performance and demonstrated maturity throughout the year. There are several things to keep in mind as you look towards planning Summer Programs:

* As the Summer Programs Coordinator, having a detailed plan that you have shared with your school-based college team and with your principal and school leadership team will help ensure that your partners in this work are best set up to help you be effective. Sharing the vision and timeline for Summer Programs work with these stakeholders in advance will mean they can help you leverage whole-school communication structures to invest scholars in Summer Programs.
* Share Summer Programs tiering and qualifications with families early in the school year. Getting parents on board early will ensure that scholars are supported from all angles as they work towards summer opportunities. Examples include monthly mailings, progress report night presentations, updates in school wide communication, robo-calls on important dates, etc.
* Scholars who qualify for Pre-College programs have a tremendous opportunity to grow as a student and person and to bolster their college applications. It is essential that all materials, both from AF staff and scholars, be submitted on time. Set clear timeline expectations with scholars and families when applications are released in February.
* Summer Program partnerships are a great way to engage community organizations and local corporations for both enrichment and internships. Hold discussions with prospective partners early to ensure their availability and preparedness.

2. Goals

Successful management of Summer Programs means that all scholars are settled into their programs, receiving the support they need, and successfully complete their program at the end of the summer. We have set reasonable and measurable goals to define the success of management of AF Summer Programs, including:

* 100% of scholars attend and complete their Summer Program
* 100% of partner programs renew their spots with us for next year
* 100% of partner programs say that the summer support was extremely effective
* The Summer Programs Coordinator will have a detailed Year-Long Plan for management of all pieces of Summer Programs for their school that is aligned to these goals and to the CARC metrics and timelines

Please consult the CARC for specific month-to-month metrics around how to ensure we reach these goals. These are shared network-wide goals that the Summer Program at each AF high school will work toward. Individual AF high schools may elect to set additional school-specific goals.

3. Tiers

Summer programs are tiered and scholars’ eligibility depends on their individual academic performance and demonstrated maturity. Planning work is driven by the four calendars specific to these four tiers:

|  |  |  |  |
| --- | --- | --- | --- |
| Program Type | Example Programs | Academic Eligibility Requirement | Character Eligibility Requirement |
| Pre-College | * Summer@Brown * Kenyon Young Writers Workshop * Rochester * Barnard | 85%+ (3.0+) GPA  (example - varies by school) | Good merit standing, grade level team endorsement |
| Internships | * US District Court * Delta Airlines * NY Television Festival * PowerPlay * New Haven Reads | 75%+ (2.0+) GPA  (example - varies by school) | Good merit standing, grade level team endorsement |
| Enrichment | * Stoked * Camp Fowler * Vibe Theater * School run enrichment program (Amistad) | 75%+ (2.0+) GPA  (example - varies by school) | Good merit standing, grade level team endorsement |
| Summer Academy | * Credit bearing academic course at AF school | Failed 1 or more academic classes on year-end report card | N/A |

4. Core Strategies

There are four core strategies in planning Summer Programs across the four eligibility tiers:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strategy: | Pre-College | Internships | Enrichment | Summer Academy |
| Partnership Management: Includes outreach to prospective partners, intern hosts and pre-college programs. Building these relationships is essential for the long-term delivery of quality summer opportunities. | * Establishing contact with, and ideally partnership “spots” with pre-college programs * Advocating for students * Determining financial commitments on both sides * Travel logistics | * Securing new internship partners * Managing existing partnerships * Communicating around application/ interview timeline and internship data * Communicating around orientations * Travel logistics | * Identifying partner spots each year/planning school based program * Communicating around dates and expectations for participating * Travel logistics | * N/A (Summer Academy Director owns this) |
| Application process: for selective opportunities, this includes structuring a process for students to develop strong applications for admission | * Design and schedule structured application workshops * Hold workshops * Editing essays * Coordinating LOR process * Collecting relevant financial aid documents * Communicating expected financial commitment to families | * Creating surveys to aid in finding best fit matches for all interns * Design and schedule structured resume/ interview trainings * Hold trainings * Schedule students for interviews and coordinate the interview process | * Leverage FoL teachers to help identify students for best fit programs * N/A | * N/A |
| Policies and Processing: Includes processing of applications, fundraising, and facilitating the assignment of Summer Program tiers. | * Check over every application component for every student for quality * Distribute and process participation commitments (and financial commitments) | * Distribute and process participation commitments | * Distribute and process participation commitments | * N/A |
| Data Management: Includes tracking student progress, PSAT scores, and cumulative averages. | * Track student academic and merit data for tiering * Track applications to programs * Track placement/ match/ acceptance * Track matriculation paperwork * Track completion | * Track student academic and merit data for tiering * Track applications to internship * Track placement/ match/ acceptance * Track matriculation paperwork * Track completion | * Track student academic and merit data for tiering * Track applications to programs * Track placement/ match * Track matriculation paperwork * Track completion | * Track completion |
| Student/Parent Outreach: Includes summer opportunities orientations and information sessions, pre-college parent nights, Sundae Sunday workshops, and frequent communication to share scholar progress with families. | * Communicate tier eligibility to student/family * Communicate program matches * Solicit parent input on best fit program * Matriculation check ins * Mid program check ins/support * Reflection survey | * Communicate tier eligibility to student/family * Communicate program matches * Solicit parent input on best fit program * Matriculation check ins * Mid program check ins/support * Reflection survey | * Communicate tier eligibility to student/family * Communicate program details to student/family | * Communicate tier eligibility to student/family |

In August and September, the Summer Programs Coordinator should sit down with the CARC and the Guide – Summer Preparation Benchmark Calendar to meticulously plan a detailed year-long plan of projects and activities with specific dates for all communications, deadlines, deliverables, and data reports that encompasses all Summer Programs work. Resources and project plans can be found on Many Minds.