Dear Summer Program Coach,

Thank you for volunteering your time to work with our Pre-College Summer Scholars during our Sundae Sunday workshops! Although the weather outside is chilly, the seasons are quickly passing us by and summer will be here before we know it.

Our Sundae Sunday time is an excellent opportunity for our scholars to work in a small group with their coach to complete and assemble their Pre-College Summer Program applications. For many scholars, this is only the first or second time that they will be applying to a summer program. We work very hard to use the Summer Program process as an introduction to the college application process that they will begin their senior year. Our goal is for 100% of our scholars to earn admission to a 4-year college. Therefore, we aim for their experiences in applying to pre-college programs to have a lasting impression on our scholars and their confidence heading into their senior year. At the end of the Summer Programs process, 100% of our scholars will have a pre-college program, internship or growth program to participate in this summer.

As a pre-college coach, you have a number of important responsibilities. They include:

* Helping scholars identify their Summer Programs from a pre-determined list of options (every scholar needs 3)
* Editing/revising the personal statements and supplemental essays for each scholar
* Assisting scholars in filling out financial aid paperwork using tax documents
* Working with scholars to ask for/obtain letters of recommendation
* Overseeing the packaging of applications to send to pre-college summer programs
* Logging/reporting in on the progress made by each scholars after each workshop (to be submitted on Pre-College “Reporting Out!” Template

No coach is mandated to attend a particular number of Sunday Sundaes and/or fulfill a particular

Each coach will be assigned a small group of scholars. Once the “Sunday Sundae” Exit Requirements have been fulfilled, both you and your scholars have completed your work! (Please see “Sundae Sunday Exit Requirements” included below) It will be up to you and your scholars to decide when it would be best for you to meet and work on their applications.

If you have any further questions, please don’t hesitate to give me a call. I look forward to working with you and appreciate your efforts in helping our scholars to reach their goals!

Working for Scholar Summer Fun,

MaryAnn Holland  
Co-Director, College Office  
203-200-8955

[maryannholland@achievementfirst.org](mailto:maryannholland@achievementfirst.org)

**Exit Requirements for Sundae Sundays:**

|  |  |  |
| --- | --- | --- |
| Application Process | Task | Projected Time for Completion |
| Application | Application for Summer Program #1 | 45 minutes |
|  | Application for Summer Program #2 | 45 minutes |
| Application for Summer Program #3 | 45 minutes |
| Request for Letter of Recommendation(s) | 1 hour |
| Follow-up on LOR(s) | 30 minutes |
| Essay(s) | Complete Personal Statement | 2 hours |
|  | Edit/Incorporate coach’s edits for Personal Statement | 1 hour |
| Final Draft of Personal Statement | 1 hour |
| Complete supplemental essays | 2 hours |
| Edit/Incorporate coach’s edits for supplemental essays | 1 hour |
| Final draft of supplemental essays | 1 hour |
| Finances | Scholars/parents bring in tax papers to be copied and added to the scholar’s SP file | 10 minutes |
|  | Scholars and coaches fill out financial aid paperwork for Summer Program #1 using tax papers | 30 minutes |
| Scholars and coaches fill out financial aid paperwork for Summer Program #2 using tax papers | 30 minutes |
| Scholars and coaches fill out financial aid paperwork for Summer Program #3 using tax papers | 30 minutes |
| Packaging | Scholars package application, essays, financial aid paperwork and letters of recommendation for SP #1 | 30 minutes |
|  | Scholars double-check packaging with coaches/address envelope for SP #1 | 10 minutes |
| Scholars package application, essays, financial aid paperwork and letters of recommendation for SP #2 | 30 minutes |
| Scholars double-check packaging with coaches/address envelope for SP #2 | 10 minutes |
| Scholars package application, essays, financial aid paperwork and letters of recommendation for SP #3 | 30 minutes |
| Scholars double-check packaging with coaches/address envelope for SP #3 | 10 minutes |
| Scholars put all SP envelopes in the mail! | 5 minutes |
| **Total amount of time** | **15.5 hours** |

* Scholars could complete this work in 3 Sunday Sundaes. ☺

**Reporting Out! Sheet**

Coach’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pre-College Scholar’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Workshop Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pre-College Scholar’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Pre-College Scholar’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Please write a brief summary about today’s workshop🡪** What did you and your scholars work on? What was the energy like? Did you hear our scholars say anything that you want to share/address? What observations did you make about your scholars and their work?  
   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **The next time** my scholars and I agreed to meet was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_ until \_\_\_\_\_\_.
3. **Task pad🡪** What did your scholars complete? What are you working on next time?  
   **Scholar:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
   Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
   Next time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
     
     
   **Scholar:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
   Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
   Next time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
     
   **Scholar:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
   Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
   Next time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_