**TIMELINE FOR EARLY COLLEGE AWARENESS PROGRAM (ECA)**

1. Club must commit to do an Early College Awareness Program and appoint a Chairperson and committee responsible for the program. Prepare a budget.

2. Club must have made contact with Superintendent of Schools to achieve a commitment from the school system. Superintendent must do the following:

a. confirm a Saturday morning date,

b. identify a location (local high school or college),

c. identify participating middle schools, and

d. identify responsible Guidance Counselors for each school.

Begin sending inquiries to local personalities to find an inspirational speaker.

3. Club must have met with middle school Guidance Counselors and attained a commitment of 25 students and parents/guardians for each student from each school. MIDDLE SCHOOL GUIDANCE COUNSELORS MUST COMMIT TO MAKING THIS PROGRAM THEIR OWN AND MAKE THE SAME PROMISE TO THE 25 STUDENTS AND THEIR GUARDIANS. Therefore, monthly contact should be established for planning purposes with these Guidance Counselors.

4. Bring together a gathering (social event) of Superintendents and Guidance Counselors to further cement the commitment and the relationship to establish that the Guidance Counselors have ownership over the program and the Harvard Club is a “go-to” facilitator.

5. Work with Guidance Counselors/Superintendents to:

a. identify and confirm a panel of first year college students from the neighborhood,

b. identify and confirm a financial aid expert,

c. identify and confirm a high school representative to speak about pre-requisite courses for college, and

d. identify and confirm the inspirational speaker.

6. Clubs should:

a. get invitations prepared and printed, if necessary,

b. get publications copied,

c. decide who will be providing food,

d. schedule another update meeting with the Superintendent and Guidance Counselors on the topic of student transportation to the program and to decide which students and parents will receive an invitation (get lists of student names & addresses),

e. prepare to offer twice the number of people you expect to have attend,

f. re-confirm the attendance commitment of 25 students and their guardians from the Superintendents/Guidance Counselors, and

g. call the speakers to re-confirm commitment.

7. Prepare to send out invitations through the Guidance Counselors somewhere around mid-month and acquire commitment of the student and guardians by April 1, 2011. Use the lists the guidance counselors provided and check off the names. (Be flexible if more people want to attend.)

8. Do a dry run by meeting or phone with the Superintendent/Guidance Counselors. Confirm attendance of the speakers if it is the first time the Club has done this. A Club emcee may be required to ensure that the format is followed; however, it is preferable that the superintendent or his/her designee emcees. Make it very clear that this event is not about the recruitment of potential Harvard students and that this Harvard Club should only be mentioned as a sponsor of the event once or twice. Contact the media through the school system. Use the inspirational speaker to attract media if appropriate. The media is not essential, but may add to the future momentum of the program.

DURING PROGRAM:

Let the program be in the hands of the Superintendent/Guidance Counselors. Sit back. Watch. Don’t worry. After it is over, you will be guaranteed to feel good for at least a week.

AFTER THE EVENT:

Send thank-you notes to the Superintendents/Guidance Counselors and schedule a meeting to start an expanded program for next year.