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| **Timeframe** | **Task** | **Owner**  **Individuals Involved** |
| May | Date Selected for Alumni Homecoming for AF AHS Calendar Meeting | Owner: Alumni Counselor  Network Support Director of Alumni Programs  AF AHS Calendar Committee |
| June |  |  |
| July |  |  |
| August |  |  |
| September |  |  |
| October | Email to College Readiness Department Chair to prep for November department meeting heads up to College Readiness Seminar teachers | Owner: Alumni Counselor  College Readiness Seminar Department Chair or Dean of College |
| November | Announcement about Alumni Homecoming during College Readiness Seminar Department Meeting (including 1 day for preparation in CRS) | Owner: Alumni Counselor  College Readiness I-IV teachers  College Counselor  Summer Programs Director |
| Gift for alumni is identified | Owner: Alumni Counselor  Alumni (input) |
| Gift for alumni is ordered | Alumni Counselor or Alumni Assistant(s) |
| Previously selected date for Alumni Homecoming is confirmed | Owner: Alumni Counselor  Network Support Director of Alumni Programs  Principal  Dean of College |
| Schedule for AF AHS (preparation, run of show, debrief/reflection) is drafted | Alumni Counselor |
| Shared spaces at AF AHS are reserved on AF AHS Shared Spaces Calendar | Alumni Counseor  DSO |
| Draft of invitation is created | Alumni Counselor |
| 1 Month Before Event | Schedule for AF AHS is finalized | Owner: Alumni Counselor  Principal |
| Meet with DSO/Ops to identify and clarify Ops needs before and during Alumni Homecoming | Owner: Alumni Counselor  DSO / Assigned Ops Team Member |
| Save the Date Postcard is mailed to alumni | Alumni Counselor or Alumni Assistant(s) |
| Email invitation is emailed to alumni | Alumni Counselor or Alumni Assistant (s) |
| Alumni Homecoming reminders begin in check-in with alumni | Alumni Counselor |
| Alumni outreach to alumni to encourage RSVPs begin | Alumni Assistant(s) |
| Updates to all CRS Alumni Homecoming LPs and ancillary docs | Alumni Counselor |
| Announcement made at Staff PD | Owner: Alumni Counselor  Principal |
| 3 Weeks Before Event | Alumni Homecoming preparation LPs and ancillary docs to CRS I-IV Teachers | Alumni Counselor |
| Alumni outreach to alumni to encourage RSVPs continue | Alumni Assistant(s) |
| Research pricing and delivery for lunch order | Alumni Assistant(s) |
| Research pricing and delivery for Faculty Session order | Alumni Assistant(s) |
| Coordinate with GLCs to present at GLT meetings during Week 2 | Alumni Counselor |
| Create clear roles and required next steps for GLT members | Alumni Counselor |
| 2 Weeks Before Event | Meetings with GLT taking place | Owner: Alumni Counselor  Grade Level Chairs |
| Email Run of Show Email to all AF AHS staff  -Overview (documents by grade)  -Panel guidelines (documents by grade)  -Soft copy of note taking tool  -Faculty session overview  -Soft copy of debrief  -All action items & deadlines | Alumni Counselor |
| Hype announcement at Friday PD all staff meeting | Alumni Counselor  Principal/Dean of College |
| Alumni RSVPs due (or Thursday before Holiday Break) | Alumni Counselor |
| 1 Week Before Event | Individualized outreach to non-RSVPs (target tier 3) | Alumni Counselor or Alumni Assistant(s) |
| 4 Days Before Event | Snacks + Drinks are purchased | Alumni Counselor |
| Individualized outreach to non-RSVPs | Alumni Counselor or Alumni Assistant(s) |
| 3 Days Before Event | Balloon order is placed | Alumni Counselor or Alumni Assistant(s) |
| Table cloths, table pieces and miscellaneous decorations are purchased | Alumni Counselor |
| First day for Alumni Homecoming preparation lessons to take place in College Readiness I, II, III & IV | CRS I-IV Teachers |
| Check in with DSO/Ops to follow up on tasks needed before the event | Owner: Alumni Counselor  DSO / Assigned Ops Team Member |
| Individualized outreach to non-RSVPs | Alumni Counselor or Alumni Assistant(s) |
| 2 Days Before Event | Lunch order is placed | Alumni Counselor |
| Faculty Session order is placed | Alumni Counselor |
| 2 signs for 9th grade schedule in Prince Street (2nd & 3rd floor) | Alumni Counselor |
| 2 signs for 10th grade schedule in Prince Street (Basement & 1st floor) | Alumni Counselor |
| 2 signs for 11th grade schedule in Gold Street (1st & 2nd floor) | Alumni Counselor |
| 2 signs for 12th grade schedule in Gold Street (1st & 2nd floor) | Alumni Counselor |
| Individualized outreach to non-RSVPs | Alumni Counselor or Alumni Assistant(s) |
| 1 Day Before Event | Last day for Alumni Homecoming preparation lessons to take place in College Readiness I, II, III & IV | CRS I-IV Teachers |
| Scholar questions are turned in to the Alumni Counselor | College Readiness I, II, III & IV teachers |
| Scholar questions are sorted by Block 7, 8 or 9 teachers and given to Block 7, 8 or 9 teacher | Alumni Counselor or Alumni Assistant(s) |
| Hard copies of scholar note taking tool to Blocks 7, 8 & 9 teachers | Alumni Counselor |
| Soft copies of scholar debrief tool to all AF AHS advisors  -include instructions that advisors are to print out hard copies | Alumni Counselor |
| Re-send email with Run of Show to all AF AHS Staff:  -Overview (documents by grade)  -Panel guidelines (documents by grade)  -Soft copy of note taking tool  -Faculty session overview  -Soft copy of debrief  -All action items & deadlines | Alumni Counselor |
| Email panel leaders and panel support  -Panel guidelines (documents by grade) | Alumni Counselor |
| Email Roles and Run of Show to AF AHS helpers (Dean of College & College Counselor)  -Run of show from their perspective (including talking points and emphasis when interacting w/ alumni)  -Alumni schedule for the day | Alumni Counselor |
| Voiceblaze reminder to all alumni | Owner: Alumni Counselor  Ops team member who is owner of Voiceblaze |
| Day of Event | See Alumni Homecoming`Run of Show document |  |
| 1 Day After | Alumni Homecoming Debrief | Owner: Alumni Counselor  Network Support Director of Alumni Programs |
| Send staff survey for Alumni Homecoming | Alumni Counselor |
| Scholar thank you notes are given to Alumni Counselor | All AF AHS advisors |
| 1 Week After | Scholar thank you notes are mailed to alumni | Alumni Counselor |
| Next Check-In with Principal | Alumni Homecoming Debrief: share out biggest take-aways from one-on-one debrief, ask for feedback, share biggest take-aways from faculty survey | Owner: Alumni Counselor  Network Support Director of Alumni Programs  Principal  Dean of College |