Alumni Program Table of Contents

Key:

“Overview” documents provide high-level information on what the folder contains and the best practices of using these documents.

“Best Practice” documents should be used guidelines for delivering the highest level of quality in whatever the document discusses.

“Template” documents should be copied, and then used and customized to your needs. They are designed to be plug-and-play.

“Guide” documents should be taken as general instructions.

“Exemplar” documents provide examples of high quality work, and can serve as models for newer versions.

“Tool” documents are provided to help enter, crunch or analyze information.

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| Folder/Practice | Resource Cluster | File Name |
| 1. Onboarding Resources for Alumni Counselors |  | Table of Contents – Alumni Programs  Overview – Alumni Programs  Calendar – Alumni Programs |
| 1. Matriculation Support |  | Best Practice – Matriculation Support |
| Transcripts | Best Practice – Final Transcript Guidelines  [Template – Letter to College for AF AHS Graduate Final Transcript](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2003%20Matriculation/Template%60Letter%20to%20College%20for%20AF%20AHS%20Graduate%20Final%20Transcript.doc)  Template – Letter to College for Transfer Applicant HS Transcript  [Template – Letter to College for Transfer Applicant HS Transcript](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2003%20Matriculation/Template%60Letter%20to%20College%20for%20Transfer%20Applicant%20HS%20Transcript.doc) |
| NY School Guides | Guide – ASAP Program  Guide – BMCC  Guide – City Tech  Guide – CUNY Commitment Process by Campus  Guide – CUNY Start  Guide – John Jay  Guide – Kingsborough CC  Guide – Medgar Evers  Guide – NCC  Guide – New Start  Guide - York |
| Tiering |  |
| Transfers | Best Practice - Transfer Guide  [Best Practice – Two Year Transfers to Four Year Colleges](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2004%20Student%20Outreach/Best%20Practices%60Two%20Year%20Transfers%20to%20Four%20Year%20Colleges.docx)  [Best Practices – Tier 3 Two Year Transfers to Four Year Colleges](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2004%20Student%20Outreach/Best%20Practices%60Tier%203%20Two%20Year%20Transfers%20to%20Four%20Year%20Colleges.docx)  Exemplar – CRS IV Transitions Tracker |
| Summer Materials | Best Practice – Summer Outreach and Talking Points |
| 1. Tiered Support |  | Overview – Tiered Support  [Template – AF College Contacts database AHS and AAMS](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2009%20Campus%20Visits/AF%20College%20Contacts%20database%20AHS%20and%20AAMS.xlsx)  [Exemplar – College Contacts Database](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2009%20Campus%20Visits/Exemplar%60College%20Contacts%20Database.xlsx) |
| Campus Visits | Overview – Campus Visits  [Template – Visit Check-In (Long)](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2009%20Campus%20Visits/Template%60Visit%20Check-In%20(Long).docx)  [Template – Visit Check-In (Short)](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2009%20Campus%20Visits/Template%60Visit%20Check-In%20(Short).docx)  [Exemplar – Campus Visit Email to College Officials](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2005%20Campus%20Official%20Outreach/Exemplar%60Campus%20Visit%20Email%20to%20College%20Officials.docx)  [Exemplar – Email to Campus Career Services Office](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2005%20Campus%20Official%20Outreach/Exemplar%60Email%20to%20Campus%20Career%20Services%20Office.docx)  [Exemplar – Campus Visit Email to College Officials](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2009%20Campus%20Visits/Exemplar%60Campus%20Visit%20Email%20to%20College%20Officials.docx)  [Exemplar – Campus Visit Email to Student](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2009%20Campus%20Visits/Exemplar%60Campus%20Visit%20Email%20to%20Student.docx)  [Exemplar – Campus Visit Follow Up with College Officials](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2009%20Campus%20Visits/Exemplar%60Campus%20Visit%20Follow%20Up%20with%20College%20Officials.docx)  [Exemplar – Campus Visit Follow Up with Student](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2009%20Campus%20Visits/Exemplar%60Campus%20Visit%20Follow%20Up%20with%20Student.docx)  [Exemplar – Campus Visit Schedule](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2009%20Campus%20Visits/Exemplar%60Campus%20Visit%20Schedule.docx)  [Best Practice Guide –Post Visit Checklist and Timeline](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2009%20Campus%20Visits/Post%20Visit%20Checklist%20and%20Timeline.docx)  [Template – Site Visit Alumni Assessment Rubric](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2009%20Campus%20Visits/Site%20Visit%20Alumni%20Assessment%20Rubric.docx)  [Exemplar – AFAmistadHSProfile1213](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2009%20Campus%20Visits/AFAmistadHSProfile1213.pdf) |
| Alumni Program Intro | [Exemplar – Alumni Program Intro Email to Campus Officials](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2005%20Campus%20Official%20Outreach/Alumni%20Program%20Intro%20email%20to%20campus%20officials.docx)  [Exemplar – Alumni Program Intro email to Deans](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2005%20Campus%20Official%20Outreach/Alumni%20Program%20Intro%20email%20to%20Deans.docx)  [Template – Alumni Program Intro email to Deans](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2005%20Campus%20Official%20Outreach/Template%20Alumni%20Program%20Intro%20email%20to%20Deans.docx)  [Exemplar – Alumni Program Intro email to support services](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2005%20Campus%20Official%20Outreach/Alumni%20Program%20Intro%20email%20to%20support%20services.docx)  [Guide – TRIO Programs](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2005%20Campus%20Official%20Outreach/AF%20TRIO%20Programs%20Guide.docx) |
| Tier 1 Outreach | [Best Practice – Tier 1 Outreach, Monthly Themes](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2004%20Student%20Outreach/Best%20Practices%60Tier%20%201%20Outreach,%20Monthly%20Themes.docx) |
| Tier 2 Outreach | [Best Practice – Tier 2 Outreach Monthly Themes](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2004%20Student%20Outreach/Best%20Practices%60Tier%20%202%20Outreach%20Monthly%20Themes.docx) |
| Tier 3 Outreach | [Best Practice – Tier 3 Enrolled Outreach, Monthly Themes](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2004%20Student%20Outreach/Best%20Practices%60Tier%20%203%20Enrolled%20Outreach,%20Monthly%20Themes.docx)  [Best Practice – Tier 3 Stopped Out Outreach, Monthly Themes](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2004%20Student%20Outreach/Best%20Practices%60Tier%203%20Stopped%20Out%20Outreach,%20Monthly%20Themes.docx) |
| Tiering Documents | [Best Practice – Tiering of Graduating Seniors](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2014%20Tiering%20of%20Alumni/Best%20Practices%60Tiering%20of%20Graduating%20Seniors.docx)  [Best Practice – Alumni Re-Tiering](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2014%20Tiering%20of%20Alumni/Best%20Practices%60Alumni%20Re-Tiering.docx)  [Exemplar – Email to Non-Teaching Faculty for Tiering of Graduates](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2014%20Tiering%20of%20Alumni/Exemplar%60Email%20to%20Non-Teaching%20Faculty%20for%20Tiering%20of%20Graduates.docx)  Best Practice – AF Tiering Categories  Tool – AF Tier Assessment Tool  [Tool - Alumni Re-tiering Graphic Organizer](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2014%20Tiering%20of%20Alumni/Alumni%20Re-tiering%20Graphic%20Organizer.docx) |
| Rubrics | [Template – Non-Teaching Faculty Tiering Rubric](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2014%20Tiering%20of%20Alumni/Template%60Non-Teaching%20Faculty%20Tiering%20Rubric.xlsx)  [Template – Teaching Faculty Tiering Rubric](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2014%20Tiering%20of%20Alumni/Template%60Teaching%20Faculty%20Tiering%20Rubric.xlsx)  Template – Teaching Faculty Tiering Rubric  Template – Non-teaching Faculty Tiering Rubric |
| 1. Parent Engagement |  | Overview – Parent Engagement  Overview – Past Alumni Parent Involvement  Best Practice – Alumni Parent Outreach |
| Fall Alumni Parent Meeting | Exemplar – Invite/Email Supporting Your Child in College Program  Exemplar – Sign In Sheet Supporting Your Child in College Program  PPT – Supporting Your Child in College Program Part 1  PPT – Supporting Your Child in College Program Part 2  Exemplar – Handout Supporting Your Child in College  Exemplar – Evaluation Supporting Your Child in College  Implementation Guide – Alumni Family Night - Run of Show |
| FAFSA Workshops | Implementation Guide – FAFSA Workshop – Run of Show  Exemplar – FAFSA Workshop Email Invitation  Exemplar – FAFSA Workshop Invitation + Checklist  Exemplar – FAFSA Workshop - Volunteer Training PPT  Exemplar – FAFSA Workshop – How to Update Your Submitted FAFSA  Exemplar – FAFSA Workshop – Sign In Sheet  Implementation Guide – FAFSA Workshop – Timeline and Run of Show |
| Parent Breakfast | PPT – Parent Breakfast Introduction to Alumni Programs  Exemplar – Parent Breakfast Handout |
| Mailings | Exemplar – Bi-Annual Newsletter for Alumni Families  Exemplar – Holiday Card for Alumni  [Exemplar –holidaycardforcolleges12](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2005%20Campus%20Official%20Outreach/holidaycardforcolleges12.pdf) |
| 1. Alumni Events |  | Overview – Alumni Events |
| Alumni Homecoming | Overview – Alumni Homecoming  Budget – Alumni Homecoming  Implementation Guide – Alumni Homecoming – Run of Show  Implementation Guide – Alumni Homecoming – Timeline  Exemplar – Alumni Homecoming Email Invitation  Exemplar – Alumni Homecoming Save the Date  Exemplar – Alumni Homecoming - December Staff Announcement  Overview – Alumni Homecoming Faculty Session  Exemplar – Alumni Homecoming Handout for Alumni – Schedule and Panel Prep  Exemplar – Alumni Homecoming Student Panel Prep  Exemplar – Alumni Homecoming Table Tents Faculty Topics  Exemplar – Faculty Session Sample Questions  Exemplar – Notes from Faculty Session |
| Alumni Send-Off to College and BBQ | Overview – Summer Senior Send-Off  Implementation Guide – Planning Timeline - Alumni BBQ  Implementation Guide – Alumni BBQ – Run of Show  Budget – Summer Senior Send-Off  Exemplar – Alumni BBQ Email Invitation  Exemplar – Alumni BBQ Save the Date Postcard  Exemplar – Alumni BBQ Check-In and Contact Information |
| 1. Funding Support and FAFSA Guidance |  | Best Practice – Entrance Loan Counseling and Master Promissory Notes  [Template – Financial Aid Comparison Chart](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCollege/College%20Readiness/Alumni%20Programming/Unit%2003%20Matriculation/Template%60Financial%20Aid%20Comparison%20Chart.docx)  Exemplar – Letter to a College Notice of Loan Agreement  Tool – Tracker for AF AHS Alumni College Funding |
| Emergency Funding | Best Practice – Emergency Funding  Exemplar – Emergency Funding Loan Recipient Commitment  Template – Emergency Funding Letter to Colleges  Tool – Emergency Funding Tracker 12-13  Exemplar – Emergency Funding Application |
| FAFSA Workshops | Template – FAFSA Reminder and Confirmation Emails to Alumni  Exemplar – FAFSA Workshop Tool for How to Update Your Submitted FAFSA  Exemplar – FAFSA Reminder and Resources Email  Template – FAFSA Pin Tracker  Exemplar – College Goal Sunday Information |
| Graduation Awards | Exemplar – Graduation Award Recipients Email  Implementation Guide – Graduation Awards Breakdown of Tasks (Alumni Counselor and DSO)  Exemplar – Graduation Award Letter  Exemplar – Letter to Faculty for Graduation Award Donations  Template – Letter to Colleges for AF AHS Graduation Awards  Exemplar – Graduation Award Tracker (For Alumni Counselor and DSO) |
| 1. Practices for Alumni Data Collection & Analysis | Book Scholarships | Exemplar - Book Scholarship Overview and Matriculation Checklist Handout  Best Practices – Book Scholarship Funding  Best Practices – Book Scholarship Application Notification  Template – Book Scholarship Tracker  Exemplar – AFAHS Alumni Program Book Scholarship Overview  Exemplar – AFAHS Class of 2012 Family Book Scholarship Mailing  Template – Book Scholarship Check Request  Exemplar – Fall Book Scholarship Notification to First Year Alumni  Exemplar – Fall Book Scholarship Notification to Returning Alumni  Exemplar – Fall First Year College Student Book Scholarship Survey  Exemplar – Fall Returning College Student Book Scholarship Survey  Exemplar – Spring 1st Year College Student Book Scholarship Survey  Exemplar – Spring Book Scholarship Notification to All Alumni  Exemplar – Spring Returning College Student Book Scholarship Survey  Exemplar – Student Book Scholarship Response |
| CARC | CARC Metrics – Alumni Programs  Exemplar – AF Alumni CARC  Exemplar – Alumni CARC Monthly Goals  Exemplar – Monthly CARC Report |
| Alumni Academic Reports | Best Practice – Alumni Academic Data Sharing  Exemplar – AF AHS Alumni Program Science Performance Data (March 2012)  Resource – Mathematics Academic Data Report (November 2012)  Resource – Historical Alumni Persistence Update  Resource – Alumni Persistence Update (October 2012)  Exemplar – Alumni Grade Tracker  Exemplar – Alumni Persistence Chart  Resource – AF Alumni Persistence Definitions |
| National Student Clearinghouse | Template – NSC Data Upload |
| GPA Calculators | Tool – First Last GPA Calculator (Summer EOP)  Tool – First Last GPA Calculator (Trimestors)  Tool – First Last GPA Calculator |
| Salesforce |  |
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