### New School Signup Process — Spring 2020, Preparing for 2020/21 School Year

Jan

Feb

Mar



Post Preliminary Interest Form on website

Discussions between Heart Staff and Math Facilitator about feasibility and potential plans

Research schools that would be a good fit for program (use of Kathy Richardson, location/bell schedule / partnerships, Principal interest)

Schools are selected; Heart meets with Principal and Math Facilitator to select tutoring times and sign agreement.

Planning Meeting (Principal, Math Facilitator)

- Confirm tutoring times & location
- Begin nominating students for 2020/21
- Review August calendar

Heart begins recruiting tutors and hiring Program Coordinator for 2020/21 school year.



Learn more about Heart via website, current school partners, etc.

Discussions between Heart staff and Math Facilitator about feasibility and potential plans

Turn in 10-15 minute Preliminary Interest Form indicating interest in discussing further and a proposed plan for 2020/21 tutoring (form includes signature line for principal and math facilitator) \*Suggested deadline of March 15th

Schools are selected; Heart meets with Principal and Math Facilitator to select tutoring times and sign agreement.

\*June 28<sup>th</sup> deadline to sign partnership agreement

Planning Meeting (Principal, Math Facilitator)

- Confirm tutoring times & location
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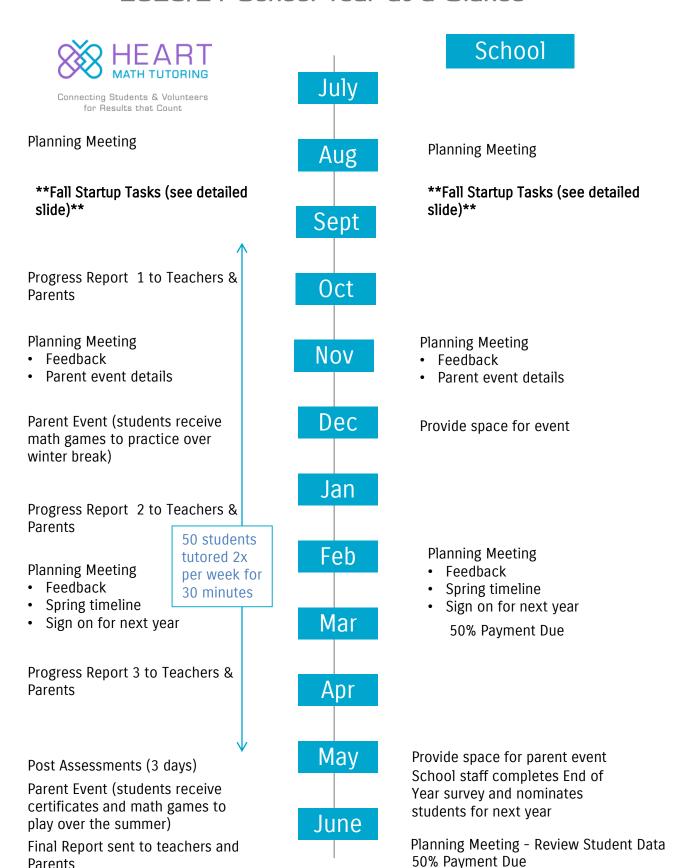
May

Apr

June

July

## Heart / School Partnership Timeline — 2020/21 School Year at a Glance



# Heart / School Partnership Timeline — 2020/21 Fall Startup Tasks



Connecting Students & Volunteers for Results that Count

#### Planning Meeting

- Review tutoring time & space
- Begin student nomination list based on EOGs, MAP, and master schedule
- Confirm upcoming timeline (staff presentation, permission form collection, assessment dates, start of tutoring)
- Decide school point person for executing timeline

Provide pre-labeled permission forms to teachers

Conduct 3 full days of preassessments

Volunteer Orientation and Scheduling (1 week)

Week 1 of Tutoring (provide schedule to teachers)

Progress Report 1 to teachers (Pre-assessment Data and other narrative info)

## Aug

### School

### Planning Meeting

- Review tutoring time & space
- Finish student nomination list based on EOGs and master schedule
- Confirm upcoming timeline (staff presentation, permission form collection, assessment dates, start of tutoring)
- Confirm school point person for executing timeline

#### Provide documents to Heart:

- Map of School (incl. teacher classroom #s)
- Master schedule & Master Calendar
- Emergency Procedures
- Student Behavior expectations or Core Values (if applicable)

Provide Heart with a list of 60 students who are available during tutoring times

Sept

Retrieve All Permission Forms

### Prepare space

- Materials storage
- Tutoring space large enough for 12 tutor/student pairs
- Nametag / bulletin board (if applicable)

Oct

Confirm volunteer background checks were completed (Heart will provide the list to Volunteer Coordinator)