

## REACH 2018 At-A-Glance - COORDINATOR

| Month            | Activity  | Due Date                                    |
|------------------|---|---|
| <b>January</b>   | REACH Day at the Capitol  | <del>January 17<sup>th</sup></del>          |
|                  | Distribute REACH scholar supplications to current 7 <sup>th</sup> graders for upcoming year | January 31 <sup>st</sup>                    |
|                  | Identify community-based REACH Interview Panelists (3-5)                                    | January 31 <sup>st</sup>                    |
|                  | National Mentoring Month - Thank your Mentors!  | January 31 <sup>st</sup>                    |
|                  | Recruit Quality Mentors for upcoming year   | Ongoing                                     |
| <b>February</b>  | Mentoring, Academic Coaching, etc. continues  | Ongoing                                     |
|                  | Local Fundraising continues   | Ongoing                                     |
|                  | Enter STARS academic and behavioral data for REACH Scholars                                 | <b>February 15<sup>th</sup></b>             |
|                  | Recruit quality mentors for upcoming year   | Ongoing                                     |
| <b>March</b>     | Mentoring, Academic Coaching, etc. continues  | Ongoing                                     |
|                  | Local fundraising continues   | Ongoing                                     |
|                  | REACH scholar screening, interviews and selection process begins                            | March 1 <sup>st</sup>                       |
|                  | New Systems ONLY - Term Sheet due   | March 15 <sup>th</sup>                      |
|                  | New Systems ONLY - Participation Agreement due  | March 15 <sup>th</sup>                      |
|                  | Identify a REACH Academic Coach for Scholars  | Ongoing                                     |
|                  | Recruit quality mentors for upcoming year   | Ongoing                                     |
| <b>April</b>     | Mentoring, Academic Coaching, etc. continues  | Ongoing                                     |
|                  | Local Fundraising continues   | Ongoing                                     |
|                  | Recruit quality mentors for upcoming year   | Ongoing                                     |
| <b>May</b>       | Mentoring, Academic Coaching, etc. continues  | Ongoing                                     |
|                  | Local fundraising continues   | Ongoing                                     |
|                  | Select new REACH scholars (Do not notify the scholars!)                                     | May 1 <sup>st</sup>                         |
|                  | Identify a possible REACH Signing Day for October   | May 31 <sup>st</sup>                        |
| <b>June</b>      | Mentoring, Academic Coaching, etc. continues  | May 31 <sup>st</sup>                        |
|                  | Local fundraising continues   | Ongoing                                     |
|                  | Screen, select & notify new REACH mentors   | June 15 <sup>th</sup>                       |
| <b>July</b>      | Enter scholar academic and behavioral data into STARS database                              | <b>June 30<sup>th</sup></b>                 |
|                  | Local Fundraising continues   | Ongoing                                     |
| <b>August</b>    | Conduct orientation and training for new mentors and Academic Coach                         | July 31 <sup>st</sup>                       |
|                  | Start planning for the upcoming REACH Signing Day   | Ongoing                                     |
|                  | Local Fundraising continues   | Ongoing                                     |
| <b>September</b> | Local Funds Due to REACH Georgia Foundation   | <b>August 15<sup>th</sup></b>               |
| <b>September</b> | Completed scholar applications due to REACH Georgia staff ( <i>email copies only</i> )      | <b>September 1<sup>st</sup></b>             |
|                  | Submit school system REACH Signing Day date to REACH Georgia Staff                          | <b>September 1<sup>st</sup></b>             |
| <b>October</b>   | REACH Signing Week 2018   | October 22 <sup>nd</sup> – 26 <sup>th</sup> |
|                  | REACH Signing Ceremonies END  | October 30 <sup>th</sup>                    |
|                  | Submit signed scholar/parent commitment forms to REACH Georgia staff                        | <b>October 30<sup>th</sup></b>              |
| <b>November</b>  | Local Fundraising BEGINS for the next REACH cohort  | November 1 <sup>st</sup>                    |
|                  | Match new scholars with mentors   | November 15 <sup>th</sup>                   |
|                  | Match new scholars with an Academic Coach   | November 15 <sup>th</sup>                   |
|                  | Register for REACH Day at the Capitol   | TBD   |
| <b>December</b>  | Existing Systems ONLY – signed term sheet due   | <b>December 10<sup>th</sup></b>             |
|                  | Existing Systems ONLY – signed participation agreement due ( <i>every 4 years</i> )         | <b>December 10<sup>th</sup></b>             |
|                  | Create NEW SCHOLAR files in STARS database  | <b>December 15<sup>th</sup></b>             |
|                  | Distribute REACH scholar supplications to current 7 <sup>th</sup> graders for upcoming year | Ongoing                                     |
|                  | Mentoring, Academic Coaching, etc. continues  | Ongoing                                     |
| <b>December</b>  | Local Fundraising continues   | Ongoing                                     |
|                  | Register for REACH Day at the Capitol   | Ongoing                                     |

**Please note:** All information is subject to change.