

(6) The planned timelines for achieving critical elements of the project are of high quality [645.31 ©(6)].

Program Services and Activities Timelines

Academic Year (Plan of Operations #1)	J	J	A	S	O	N	D	J	F	M	A	M	Summer Program (Plan of Operations 5)	J	J	A	S	O	N	D	J	F	M	A	M
	U	U	U	E	C	O	E	A	E	A	P	A		U	U	U	E	C	O	E	A	E	A	P	A
	N	L	G	P	T	V	C	N	B	R	R	Y		N	L	G	P	T	V	C	N	B	R	R	Y
Claremont Colleges undergraduate tutors recruited and hired			X	X				X					Review housing contracts with four summer sites						X			X			
Saturday Programs conducted at Harvey Mudd	X			X	X	X	X	X	X	X	X	X	Solicit and confirm internship placements for satellite sites.							X		X	X		
Study Halls / Tutorials at target schools each Tues and Th				X	X	X	X	X	X	X	X	X	Job announcements to local, state, and national resources									X	X	X	
Laptop computers lent out to students for academic year				X									Review and revise academic and internship curricula						X	X	X				
Tutor Training Sessions				X	X	X	X	X	X	X	X	X	Revises administrative manual and training materials									X	X		
Cultural Enrichment Trips: The Fine and Performing Arts				X	X	X	X	X	X	X	X	X	Make/confirm activities and transportation arrangements							X			X		X
Cultural Enrichment Activities: Outdoor Education				X	X		X	X	X	X	X	X	Interview candidates for summer staff										X	X	X
Senior Retreat							X						Background check / hire summer staff										X	X	
College Trips				X	X	X	X	X	X	X	X	X	Conduct comprehensive one-week summer staff training	X											
Family Nights (December date is Family Day at Harvey Mudd)					X		X		X		X		Family Summer Orientation Night at Harvey Mudd		X										
Seniors and their Family Financial Aid Workshop at target schools								X					One week non-residential student orientation week		X										
Monthly reports to school counselors and administrators				X	X	X	X	X	X	X	X	X	Five week summer residential programs at four sites	X	X										

Academic Year (Plan of Operations #1)	J	J	A	S	O	N	D	J	F	M	A	M	Summer Program (Plan of Operations 5)	J	J	A	S	O	N	D	J	F	M	A	M
	U	U	U	E	C	O	E	A	E	A	P	A		U	U	U	E	C	O	E	A	E	A	P	A
	N	L	G	P	T	V	C	N	B	R	R	Y		N	L	G	P	T	V	C	N	B	R	R	Y
As needed home, school, and phone conferencing with students	X	X	X	X	X	X	X	X	X	X	X	X	Stipend Payments to Academic Frontier Students		X	X									
Case by case follow up with school counselors and administrators	X	X	X	X	X	X	X	X	X	X	X	X	Trips and enrichment activities at each summer site		X	X									
Semester advising meetings with individual students							X					X	Mentor appreciation luncheons at satellite sites			X									
STAR Testing at target schools (at Harvey Mudd for Seniors)										X			Work-Study checks for internship students			X									
Key PSAT, ACT, SAT I and II test dates: fee waivers provided	X				X	X	X						Closing Ceremony / Parent Workshops			X									
California public university application deadlines: fee waivers and application support provided						X							Students complete post-summer program evaluations				X								
Private college application deadlines: fee waivers and application support provided							X	X	X				Summer Grades forwarded to target schools				X								
Alumni tracking surveys and mailings					X	X				X			Staff on-campus summer evaluation retreat				X								

Student Recruitment (Plan of Operations 1)	J	J	A	S	O	N	D	J	F	M	A	M	Program Management (Plan of Operations 7)	J	J	A	S	C	N	D	J	F	M	A	M
	U	U	U	E	C	O	E	A	E	A	P	A		U	U	U	E	C	O	E	A	E	A	P	A
	N	L	G	P	T	V	C	N	B	R	R	Y		N	L	G	P	T	V	C	N	B	R	R	Y
Meet with school administrators, counselors and faculty (explain program / solicit nominations)								X					APR (annual performance report) data and narrative prepared and submitted	X	X	X									
Distribute Recruitment Drive Announcements to local media								X					PWC (outside auditor) audits financial/student records		X	X									
Review all 9 th Grade transcripts								X	X				Collect grades from schools			X		X			X	X			
Mailings to all 9 th grade families								X	X				Alumni tracking data updated				X				X				
Program info meetings in all 9 th grade English classes								X	X				Budget reconciliations	X	X	X	X	X	X	X	X	X	X	X	
Collect preliminary applications								X	X				Annual Staff Evaluations							X					
Distribute Teacher Assessments								X	X				Summer Program Evaluation				X								
Interview Candidates								X	X				Academic Year Evaluation											X	
Complete Needs Assessments and preliminary IEP's								X	X				Office and storage inventory checks				X				X				
Rank students by need criteria								X	X				Weekly vehicle inspections	X	X	X	X	X	X	X	X	X	X	X	
Director reviews and audits student files								X	X				Regular Vehicle Servicing	X			X				X				
Students admitted conditional upon family night participation and satisfactory completion of supplemental forms								X	X	X			Budget revisions for coming grant year (or as requested by Dept. of Ed.)								X				
Family nights at schools								X	X				Weekly Staff Meetings	X			X	X	X	X	X	X	X	X	
Supplemental home visits and conferences as needed								X					Daily summer staff meetings at each site		X	X									
Pre-summer Saturday Programs	X												"Clean Up" of student and staff file systems, computerized data, program web site, etc.				X							X	
Application and recruitment material revision and review						X																			