



Sample

Scholars Program Calendar

[School Year]

September 5-9	Project 2007 Presentation / Commitment Certificates (9th graders)
October 4	Steering Committee meeting- Scholars update
October 18	Secure Auditorium for Scholars Ceremony on June 6
October 27	Steering Committee sub-committee contacted for planning dates for Sophomore / Junior class Scholars incentives - fundraising
November 2	Steering Committee Board meeting - Scholars update
November 8	Contact middle schools to coordinate presentation dates
November 18	Scholars Program calendar mailed to business partners
December 6	Steering Committee Board meeting -Scholars update
January	Scholars Program update presentation to Chamber of Commerce Board of Directors (solicit presenters for 8th grade presentations)
January 18	Business partners support campaign begins (letters mailed)

January 18	Scholars Brochures (order)
February 8	Steering Committee meeting -Scholars update - solicit presenters for 8th grade presentations
February 14	Business Partner Training session for 8th grade class presentations
February 21-24	8th grade class presentations
February 27	Scholars medallions (order)
February 27	8th grade commitment certificates (order)
May 1	Scholars Ceremony invitations (order)
May 21	Scholars Ceremony invitations mailed to parents, students, media and business partners
June 6	Scholars Ceremony