Opportunity Ambassador Program: Sample Timeline for Educators

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| Summer/ Back to School  | **Key Dates:** * **September 14, 2020—**Educator and student signups for the Opportunity Ambassador Program open

**Getting Started:**Use the *Getting Started Guide* to shape and plan your program by:* Signing up as an educator sponsor [**here**](https://pages.collegeboard.org/sat/osp-student-ambassador/educator-form)
* Identifying your team
* Modifying this timeline to fit your needs
* Finalizing your Ambassador responsibilities
* Planning your recruitment strategy
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| 1st month of school    | **Promote and Recruit:**Get the word out and build your team.* Use our *Getting Started Guide* to decide how you want to approach recruitment, and then start gathering interest.
* Use the chances of getting awarded and earning scholarships to help recruit team members.
* As you accept students to your Ambassador program, ask them to officially register for the program using our [**online signup form**](https://pages.collegeboard.org/sat/osp-student-ambassador/student-form).
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| October   | **Key Dates:*** **October 1, 2020—**Student and Educator signups for the Opportunity Ambassador Program close
* **October 1, 2020—**Opening date to start completing the FAFSA
* **October 1, 2020—New Opportunity Scholarships Open**
	+ $1,000 Complete Scholarship: Open to Class of 2021
	+ $1000 Apply Scholarship: Open to Class of 2021
* **October 3, 2020—**October SAT
* **October 14, 2020—**October SAT School Day
* **October 31, 2020—**Deadline to participate in the October Opportunity Scholarships
	+ $1,000 Practice Scholarship: Open to Class of 2021
	+ $500 Strengthen Scholarship: Open to Class of 2021

**Start Planning:*** Host your first Opportunity Ambassador meeting and start planning your year.
* Make sure your ambassadors attend the virtual Ambassador Training. session. Session times will be offered in October and in early November.

**Possible Events:*** If you have team members who are already participating in the program, ask them to describe their experience.
* Host workshops (virtual or in-person) for students to create a College Board account, and opt into the scholarship program (if they’re eligible) to start participating.
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| November   | **Key Dates:*** **November 7, 2020**—November SAT
* **November 31, 2020**—Deadline to participate in the November Opportunity Scholarships
	+ $2,000 Improve Scholarship: Open to Class of 2021
	+ $1,000 Complete Scholarship: Open to Class of 2021
	+ $1,000 Apply Scholarship: Open to Class of 2021
* PSAT/NMSQT™ score release is coming up in December

**Start Planning:*** Plan biweekly meetings with team members to check in on their progress and discuss any challenges.

**Possible Events:** * Host a booth to talk to seniors and juniors about the program during lunch or host a virtual college planning session to talk about the program.
* Host a virtual or in-person working session to help students link their College Board and Khan Academy® accounts; ask students to practice with Official SAT Practice on Khan Academy for 30 minutes.
* If you have team members who won a scholarship, celebrate them and encourage others to continue to participate.
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| December   | **Key Dates:*** **December 5, 2020**—December SAT
* **December 31, 2020**—Deadline to participate in the December Opportunity Scholarships
	+ $2,000 Improve Scholarship: Open to Class of 2021
	+ $1,000 Complete Scholarship: Open to Class of 2021
	+ $1,000 Apply Scholarship: Open to Class of 2021
* PSAT/NMSQT score release
* **College Board Opportunity Scholarships will open to the Class of 2022:**
	+ $500 Build Scholarship: Open to Class of 2022
	+ Practice Scholarship: Open to Class of 2022

**Start Planning:** * Plan biweekly check-ins with team members, and show ambassadors how to help classmates view their PSAT/NMSQT scores.

**Possible Events:** * Help ambassadors plan a virtual or in-person class visit or assembly to talk about the Opportunity Scholarships and their experience.
* Host a virtual or in-person working session to help students understand their PSAT/NMSQT scores or how to complete the FAFSA; remind students taking the SAT to practice on Khan Academy.
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| January   | **Key Dates:*** **January 31, 2021—**Deadline to participate in the January Scholarships
	+ $1,000 Complete Scholarship: Open to Class of 2021
	+ $1,000 Apply Scholarship: Open to Class of 2021
	+ $500 Build Scholarship: Open to Class of 2022
	+ Practice Scholarship: Open to Class of 2022

**Start Planning:*** Plan biweekly check-ins with the team members, and start thinking of a peer-to-peer mentor system, so a senior can help a junior through the program.

**Possible Events:*** Host a team event with snacks/food, and ask team members who are seniors to share tips that they’ve learned from participating in the program with juniors.
* Hold virtual or in-person office hours for students to stop by and ask questions about completing the FAFSA.
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| February   | **Key Dates:*** **February 28, 2021**—Deadline to participate in the February Scholarships
	+ $1,000 Complete Scholarship: Open to Class of 2021
	+ $1,000 Apply Scholarship: Open to Class of 2021
	+ $40,000 Complete Your Journey Scholarship: Open to Class of 2021
	+ $500 Build Scholarship: Open to Class of 2022
	+ Practice Scholarship: Open to Class of 2022

**Start Planning:** * Plan biweekly check-ins with the team members, and make sure those in the Class of 2021 are completing their final steps in this program.

**Possible Events:*** Celebrate students in the Class of 2021 who have completed all 6 steps and entered their chance at the $40,000 scholarship.
* Host a virtual or in-person working session to help students in the class of 2022 link their College Board and Khan Academy accounts; ask students to practice on Khan Academy for 30 minutes.
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| March   | **Key Dates:*** **March 3, 2021—**March SAT School Day
* **March 13, 2021—**March SAT
* **March 24, 2021—**March SAT School Day
* **March 31, 2021—**Deadline to participate in the March Scholarships
	+ $500 Build Scholarship: Open to Class of 2022
	+ Practice Scholarship: Open to Class of 2021

**Start Planning:** * Host biweekly check-ins with team members.

**Possible Events:** * Host a virtual or in-person working session to help students link their College Board and Khan Academy accounts; create personalized study plans for the students up until their SAT test day.
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| April    | **Key Dates:*** **April 13, 2021—**April SAT School Day
* **April 27, 2021—**April SAT School Day
* **April 30, 2021—**Deadline to participate in the April Scholarships
	+ $500 Build Scholarship: Open to Class of 2022
	+ Practice Scholarship: Open to Class of 2022
* Keep track of the April test dates of team members.

**Start Planning:** * Host biweekly check-ins with team members, and make sure those who are registered to take the SAT are practicing on Khan Academy.

**Possible Events:** * Host a virtual or in-person working session to help students link their College Board and Khan Academy accounts; create personalized study plans for the students up until their SAT test day.
* Engage others in your community by speaking about your work to middle schools, after-school programs, or the School Board.
* Start recruiting Ambassadors for next year.
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| May   | **Key Dates:*** May 8, 2021—May SAT

**Congratulations to all Ambassadors!*** Host a party to celebrate all the good work this year.
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