Opportunity Ambassador Program: Sample Timeline

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| Summer/  Back to School | **Key Dates:**   * **August 1, 2019—**Educator and student signups for the Opportunity Ambassador Program open * **August 24, 2019—**August SAT®   **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 |
| 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). * Order FREE Opportunity Ambassador gear for your students! |
| October | **Key Dates:**   * **October 1, 2019—**Educator signups for the Opportunity Ambassador Program close * **October 1, 2010—**Opening date to start completing the FAFSA * **October 5, 2019—**October SAT * **October 16, 2019—**October SAT School Day * **October 31, 2019—**Deadline to participate in the October Opportunity Scholarships   + $1,000 Practice Scholarship: Open to Class of 2020   + $2,000 Improve Scholarship: Open to Class of 2020   + $500 Strengthen Scholarship: Open to Class of 2020   + $1,000 Complete Scholarship: Open to Class of 2020   + $1,000 Apply Scholarship: Open to Class of 2020   **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:**   * Include food/snacks for an after-school meeting to introduce the College Board Opportunity Scholarships program. * If you have team members who are already participating in the program, ask them to describe their experience. * Host workshops for students to create a College Board account, and opt into the scholarship program (if they’re eligible) to start participating. |
| November | **Key Dates:**   * **November 1, 2019**—Student signups for the Opportunity Ambassador Program close * **November 2, 2019**—November SAT * **November 31, 2019**—Deadline to participate in the November Opportunity Scholarships   + $2,000 Improve Scholarship: Open to Class of 2020   + $1,000 Complete Scholarship: Open to Class of 2020   + $1,000 Apply Scholarship: Open to Class of 2020 * 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, and hand out swag to students who sign up. * Host a 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. |
| December | **Key Dates:**   * **December 7, 2019**—December SAT * **December 31, 2019**—Deadline to participate in the December Opportunity Scholarships   + $2,000 Improve Scholarship: Open to Class of 2020   + $1,000 Complete Scholarship: Open to Class of 2020   + $1,000 Apply Scholarship: Open to Class of 2020 * PSAT/NMSQT score release   **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 class visit or assembly to talk about the Opportunity Scholarships and their experience. * Host a 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. |
| January | **Key Dates:**   * **January 31, 2020—**Deadline to participate in the January Scholarships   + $1,000 Complete Scholarship: Open to Class of 2020   + $1,000 Apply Scholarship: Open to Class of 2020   + *The program is officially open to the Class of 2021*   + $500 Build Scholarship: Open to Class of 2021   + $1,000 Practice Scholarship: Open to Class of 2021   **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 office hours for students to stop by and ask questions about completing the FAFSA. |
| February | **Key Dates:**   * **February 29, 2020**—Deadline to participate in the February Scholarships   + $1,000 Complete Scholarship: Open to Class of 2020   + $1,000 Apply Scholarship: Open to Class of 2020   + $40,000 Complete Your Journey Scholarship: Open to Class of 2020   + $500 Build Scholarship: Open to Class of 2021   + $1,000 Practice Scholarship: Open to Class of 2021   **Start Planning:**   * Plan biweekly check-ins with the team members, and make sure those in the Class of 2020 are completing their final steps in this program.   **Possible Events:**   * Celebrate students in the Class of 2020 who have completed all 6 steps and entered their chance at the $40,000 scholarship. * Host a working session to help students link their College Board and Khan Academy accounts; ask students to practice on Khan Academy for 30 minutes. |
| March | **Key Dates:**   * **March 4, 2020—**March SAT School Day * **March 14, 2010—**March SAT * **March 25, 2020—**March SAT School Day * **March 31, 2020—**Deadline to participate in the March Scholarships   + $500 Build Scholarship: Open to Class of 2021   + $1,000 Practice Scholarship: Open to Class of 2021   + $2,000 Improve Scholarship: Open to Class of 2021   **Start Planning:**   * Host biweekly check-ins with team members.   **Possible Events:**   * Host a 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. |
| April | **Key Dates:**   * **April 14, 2020—**April SAT School Day * **April 28, 2020—**April SAT School Day * **April 30, 2020—**Deadline to participate in the April Scholarships   + $500 Build Scholarship: Open to Class of 2021   + $1,000 Practice Scholarship: Open to Class of 2021   + $2,000 Improve Scholarship: Open to Class of 2021 * 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 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. |
| May | **Key Dates:**   * May 2, 2020—May SAT   **Congratulations to all Ambassadors!**   * Host a party to celebrate all the good work this year. |