

# **ICS College Committee 2011**

## **Processes for**

### **PSAT Class**

#### PSAT

1. September. Make announcement during September PTSA meeting and distribute remaining copies of handout.
2. Line up parent volunteers to register students and collect fees at lunch during the two weeks prior to the test date. Create registration template to track student names, grade level and payment by cash or check. Issue receipts for cash payments.
3. The test will be given in the gym, schedule the gym usage with the ICS usage calendar.
4. Set up-Arrange to have 10 volunteers pick up desks from classes and assemble in the gym. Ask teachers for the desks from their classrooms for this purpose.
5. Ask for volunteers to prepare and set up food for the test. Day of test. Deliver healthy snacks and juice to ICS for 90 students. Orange juice and bagels w/cream cheese were past favorites. Cost reimbursed by PTSA.