

## **ICS College Committee 2011 Counselor Support**

### College Rep Visits

1. August. Contact Kathy Comeau about need to order pens and folders for reps. Order amount as needed.
2. September - December. Remind parents at monthly PTSA meeting that reps are visiting, which ones, and that parents are invited. If Kathy is unable to host the rep, act as the host, greeting rep, giving school tour, and sitting with students during the visit.

### Office Help

1. Meet with Kathy 2-3 hours per week in her office to help with office details as she designates.

### Senior Board

1. April and May. Send out PO notices asking Senior students and parents to report on which college student will be attending.
2. May. Assemble US map for Senior Board. Add student photos.