

ICS College Committee

Processes for

PSAT and Power Reading Class

PSAT

1. July. Update handout with October test date, changes to fees and anything else.
2. August. Have 150 copies of handout for August registration.
3. September. Make announcement during September PTSA meeting and distribute remaining copies of handout. 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. Schedule room at ICS for test.
4. October. Put up posters at school reminding students to register. Announce at PTSA meeting. Run notice on PO. Give fees to Kathy Comeau who will purchase tests.
5. Day of test. Deliver healthy snacks and juice to ICS for 40-50 students. Orange juice and bagels w/cream cheese were past favorites. Cost reimbursed by PTSA.

Power Reading Class

1. July. Confirm with Bob Lycan that he will teach the class. Update the handout with class dates, changes to fees and anything else.
2. August. Have 200 copies of handout for August registration.
3. September. Make announcement during September PTSA meeting and distribute remaining copies of handout. Schedule room at ICS for classes. Send out confirming e-mail to students in class and collect fees. Turn fees over to PTSA.
4. October. Announce at PTSA meeting. Run notice on PO.