

SCHOOL ALLOCATION MEMORANDUM NO. 86, FY 13

DATE: November 29, 2012

TO: Community Superintendents
High School Superintendents
Children First Networks
School Principals

FROM: Michael Tragale, Chief Financial Officer

SUBJECT: College Bound Initiative (CBI)

The College Bound Initiative (CBI) is a year-round comprehensive college guidance program that works with students from the 6th – 12th grades to ensure that they have access to and can afford a college education. CBI's full-time, school-based college counselor works closely with principals and teachers to promote a college-going culture that raises parent and student expectations. Counselors guide students to overcome barriers to college entry through early college awareness activities, application, financial aid and enrollment support.

CBI counselors deliver the following year-round activities to students in the 6th-12th grades:

Early college and career awareness activities

Host college admissions officers and coordinate college trips and fairs; provide 6th-10th graders with college awareness lessons and workshops; connect students to school alumni who are enrolled in college; and help teachers incorporate college and career awareness into their classes.

Complete application and enrollment support

Assist students with registering and preparing for the PSAT and SAT exams and provide comprehensive financial aid counseling and assistance for students and their parents, especially in the 11th and 12th grades. In addition, counselors offer 12th graders one-on-one assistance with college selection, help students hone their interviewing skills, and assist seniors in the writing of essays, letters of recommendation, and resumes; manage each students' individual application process; and advocate on behalf of students via direct communication to admissions officers.

Counselors must also offer parent education and outreach for all aspects of the CBI program.

Alumni tracking and support

Connect current students to college-enrolled alumni to reinforce the school's college-going culture and students' attainment of their post-secondary goals, and also identify and support at-risk graduated students during summer months to support their transition to college.

College access and learning activities

Lead seniors on overnight trips to partner colleges. Rising seniors from each CBI school are invited to participate in the CollegeBound Summer Institute at Gettysburg College, a three-day college application boot camp. Counselors also introduce students to opportunities for pre-college summer programs and scholarships.

CBI provides its network of counselors with on-going training, management support and professional development to ensure the highest quality delivery of program services.

Allocations are displayed on the table below. Funds should be scheduled using the allocation category: **"TL College Bound Initiative HS"**.

Table

Location	Name	Amount
25Q281	East-West School of International Studies	\$ 14,737
09X324	Bronx Early College Academy for Teaching & Learning	\$ 14,737
09X252	Mott Hall Bronx High School	\$ 14,737
12X242	Mott Hall V	\$ 14,737
09X231	Eagle Academy High School	\$ 14,737
02M393	Business of Sports HS	\$ 14,737
05M369	Urban Assembly School for the Performing Arts	\$ 14,737
09X241	Urban Assembly School for Applied Math and Science	\$ 14,737
05M367	Academy for Social Action	\$ 14,737
14K561	Williamsburg Preparatory School	\$ 14,737
01M450	East Side Community HS	\$ 14,737
07X670	Health Opportunities HS	\$ 14,737
14K071	Juan Morel Campos Secondary School	\$ 14,737
15K429	The Brooklyn School for Global Studies	\$ 14,737
10X368	In-Tech Academy	\$ 14,737
04M610	The Young Women's Leadership School, East Harlem	\$ 14,737
28Q896	The Young Women's Leadership School, Queens	\$ 14,737
30Q286	The Young Women's Leadership School, Astoria	\$ 14,737
14K614	The Young Women's Leadership School, Brooklyn	\$ 14,737
	Grand Total	\$ 280,003

School Allocations

- Schools must expend all funds by June 30, 2013
- The school principal is responsible for monitoring all allocations
- For auditing purposes, schools are required to keep accurate records of their expenditures.
- Schools must use these funds to pay for the CBI counselor and expenses associated with outlined activities.

[Click here to download a copy of the School Allocation Memorandum.](#)

MT: yv