

SCHOOL ALLOCATION MEMORANDUM NO. 76, FY 2015

DATE: October 20, 2014

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

FROM: Raymond J. Orlando, 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 grades 6 to 12 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 grades 6 to 12:

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, 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 College Bound 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"**.

School Allocations

- Schools must expend all funds by June 30, 2015
- 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.

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

Attachment:

Table 1 – School Allocations ([Please click here for a downloadable Excel file](#))

RJO: ydr

C: Phil Weinberg
Dan Aymar-Blair
Vanda Belusic-Vollor
Debbie Marcus
Andrea Soonachan
Lauren Perkins

**School Allocation Memorandum No. 76, FY 2015
College Bound Initiative (CBI)**

Table 1: Schools Allocation Summary

Cluster	Network	Location	Amount
94CL01	94N113	01M450	26,250
94CL05	94N561	02M393	26,250
94CL05	94N561	04M555	26,250
94CL05	94N561	04M610	26,250
94CL06	94N603	05M367	26,250
94CL01	94N105	05M369	26,250
94CL02	94N206	07X670	26,250
94CL04	94N402	09X231	26,250
94CL01	94N105	09X241	26,250
94CL05	94N562	09X252	26,250
94CL04	94N402	09X324	26,250
94CL05	94N571	10X368	26,250
94CL05	94N562	10X477	26,250
94CL05	94N562	11X288	26,250
94CL06	94N603	12X242	26,250
94CL05	94N562	12X267	26,250
94CL04	94N404	12X511	26,250
94CL01	94N112	14K071	26,250
94CL04	94N403	14K561	26,250
94CL05	94N561	14K614	26,250
94CL04	94N405	15K429	26,250
94CL05	94N561	25Q281	26,250
94CL05	94N561	28Q896	26,250
94CL01	94N101	30Q286	26,250
TOTAL			630,000