

## SCHOOL ALLOCATION MEMORANDUM NO. 110, FY 2016

**DATE:** January 8, 2016

**TO:** Community Superintendents  
High School Superintendents  
Borough Field Service Center Teams  
School Principals

**FROM:** Raymond J. Orlando, Chief Financial Officer

**SUBJECT:** College Bound Initiative (CBI)

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This memorandum allocates funds to support the College Bound Initiative (CBI). 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, 2016.
- 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.](#)

Attachment:

Table 1 – School Allocation Summary ([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. 110, FY 2016**  
**College Bound Initiative (CBI)**

**Table 1: Schools Allocation Summary**

<b>BFSC</b>	<b>BFSC Team</b>	<b>Location</b>	<b>Amount</b>
94AFSA	94AR04	01M450	31,111
94MFSC	94MR01	02M392	31,111
94AFSA	94AR02	02M393	31,111
94MFSC	94MR01	02M533	31,111
94AFSA	94AR02	04M555	31,111
94AFSA	94AR02	04M610	31,111
94AFSA	94AR05	05M369	31,111
94XFSC	94XR06	07X223	31,111
94XFSC	94XR01	07X670	31,111
94XFSC	94XR02	09X231	31,111
94AFSA	94AR05	09X241	31,111
94AFSA	94AR03	09X252	31,111
94XFSC	94XR02	09X324	31,111
94XFSC	94XR04	10X368	31,111
94AFSA	94AR03	10X477	31,111
94XFSC	94XR02	11X288	31,111
94XFSC	94XR06	12X242	31,111
94AFSA	94AR02	12X267	31,111
94XFSC	94XR01	12X511	31,111
94KFSN	94KR01	14K071	31,111
94KFSN	94KR01	14K488	31,111
94KFSN	94KR01	14K561	31,111
94AFSA	94AR02	14K614	31,111
94AFSA	94AR02	24Q560	31,111
94AFSA	94AR02	25Q281	31,111
94AFSA	94AR02	28Q896	31,111
94QFSN	94QR01	30Q286	31,111
<b>TOTAL</b>			<b>839,997</b>