

Scheduling Guide to Planning Your YOP™ Journey 2009-2010

Note: Items in bold are required.

Spring – Summer

- June **Finalize and send YOP™ Service Agreement to NAF**
Send YOP™ payment to NAF
- June 15 Deadline for making arrangements to attend NAF Annual Institute for Staff Development
- July 8-10 Attend NAF 2009 Institute for Staff Development (Phoenix, AZ)**
- July Login to NAF Datacenter and complete Contact Form for each Academy Design Team member and others, as appropriate

Summer – Fall

- August Design Team meeting (keep minutes for **Portfolio**)
Introduce and review YOP™ Guidebook with Design Team
Identify possible dates for Fall Visit from NAF team
Schedule Fall Visit with YOP™ Team
- September Design Team meeting (keep minutes for **Portfolio**)
Review **Summer – Fall** section of Guidebook with team
Collect *Essential* and *Recommended* items for **Portfolio**
Fall Visits begin
- Sept 24 YOP™ Webinar** (take notes for **Portfolio**)

Fall – Winter

- October Fall Visits continue
Design Team Meeting (keep minutes for **Portfolio**)
Review **Fall – Winter** section of Guidebook with team
- Oct 15 Deadline for submitting required data in NAF Datacenter**
Deadline for submitting Letter of Intent for YOP™ 2010-11 cohort (AOEs only)
- Oct 28-29 AOE Guidance Counselor Training (Miami, FL – **AOEs only**)
- November Fall Visits finalized
Collect *Essential* and *Recommended* items for **Portfolio**
- Nov 19 YOP™ Webinar** (take notes for **Portfolio**)

Dec 1 **Deadline for submitting Letter of Intent for YOP™ 2010-11 cohort (all except AOE)**

Winter - Spring

January Design Team Meeting (keep minutes for **Portfolio**)
Review **Winter – Spring** section of Guidebook with team

January 15 **Proposals due for 2010-11 cohort (all themes except AOE)**

January 28 **YOP™ Webinar** (take notes for **Portfolio**)
Identify dates for Spring visit

February Design Team Meeting (keep minutes)
Collect **Essential** and **Recommended** items for **Portfolio**
Schedule dates for Spring visit
Begin planning for 2010 Institute for Staff Development (Philadelphia, PA)
Incoming YOP™ Notifications and Conditional Approval Visits

Spring – Summer

March Design Team Meeting (keep minutes for **Portfolio**)
Review **Spring – Summer** section of YOP™ Guidebook with team
Prepare and submit travel documents and **register team for 2010 Institute**
YOP™ Conditional Approval Visits for incoming class
Spring visits begin for Graduation Approval with current class

March 25 **YOP™ Webinar** (take notes for **Portfolio**)

April Design Team Meeting (keep minutes for **Portfolio**)
Collect **Essential** and **Recommended** items for **Portfolio**

April-May Spring visits continue for Graduation Approval with current YOP™ class

May 7 **YOP™ Webinar** (take notes for **Portfolio**)

June **Deadline for registration, hotel, and travel for 2010 Institute**

July **2010 Institute for Staff Development (Philadelphia, PA – Graduation!)**