Timeline for Getting Ahead

**3 Months Out**

* Contact facilitators, make sure they are certified and have attended a section
* Collect applications and background check information as people express interest
* Schedule certification webinars
* Gather names for mentors

**2 Months Out**

* Secure sites for classes

**1 Month Out**

* Start interviewing applicants about 2-4 weeks prior to class
* Confirm meeting days and times

**3 Weeks Out**

* Order books and facilitator guides/notebooks/calculators/flip charts/markers/notebook paper/thank you notes for those who bring dinner

**2 Weeks Out**

* Run background checks
* Get class paperwork together/copies made

**1 Week Out**

* Complete roster with final interviews and background checks

**Beginning of Class**

* Gather important contact information – **make sure names are spelled correctly on rosters** *(this will be very important for graduation certificates!)*
* Go over inclement weather policy—we follow the local school district’s decision
* Pre-assessment—have each participant complete
* Have gift cards for each investigator
* Get permission to use your photo in promotion of Getting Ahead
* Have mental model sheets ready to give facilitator/make sure permission sticker is on back for investigator to complete
* Put all investigator information into Charity Tracker or MPOWR
* Get dates for case manager to attend classes

**Ending of Class**

* Ask GA participants to write about what this program has meant to them
* Ask GA participants to write their advice for future classes
* GA participants select a class leader and outline expectations
* Select candidates for co-facilitating
* Ask graduates three barriers to be successful

**Graduation Ceremony Preparation**

* Confirm location/date/time/etc.
* Make sure case manager knows graduation dates
* Do press release
* Do certificates of graduation
* Do perfect attendance certificates
* Finalize food plans
* Get caps and gowns
* Confirm music plans
* Confirm speaker plans
* Revise program
* Double check with photographer
* Make sure keynote speaker is confirmed
* Send email invitation out
* Do endorsement letters so they can be handed out at graduation
* Copy mentor sheets, prepare envelopes for mentors
* After graduation, go to Charity Tracker or MPOWR and mark complete for the graduates

**Prior to Mentor/Graduate Mixer:**

* Have slips/ballots ready for mentors/graduate to put their choices on
* Do sign-in sheets (for mentors on one page/graduates on another)

**Prior to First Graduation/Mentor Meeting:**

* Arrange for food
* Keep in mind self-assessments times