

**2023-2024 Written Recruitment Plan**

**August**

* Freshmen Orientation
* Meet the VOKS

**September**

* VOKS Open House
* VOKS Progress Report Night
* P-TECH Ambassadors Program Selection and Training

**October**

* Visit SAISD Middle Schools to Promote P-TECH Program
* P-TECH Informational Sessions

**November**

* Visit SAISD Middle Schools to Promote P-TECH Program
* P-TECH Informational Sessions

**December**

* Visit SAISD Middle Schools to Promote P-TECH Program
* P-TECH Informational Sessions

**January**

* Visit SAISD Middle Schools to Promote P-TECH Program
* P-TECH Informational Sessions

**February**

* Visit SAISD Middle Schools to Promote P-TECH Program
* P-TECH Informational Sessions

**March**

* Begin registration.
* Maintain waiting list and notify parents of enrollment if applicable.
* Facilitate phone calls to homes.
* Send confirmation letters to families and students who enrolled.

**April**

* Send second communication home with registration deadline.
* Facilitate final reminder calls to families who have not registered yet.
* Notify students who will be mandated to attend Summer Bridge

**May**

* Share policies, summer bridge and transportation schedule
* Welcome Students to Commitment Ceremony

**June**

* Call parents of registered students to remind them of the program.
* Make final reminder calls to families prior to the program launch.

**July**

* Send thank-you letters to students and families.
* Summer Bridge 2023 begins.