



# HS Coordinator: ASPIRE Calendar-at-a-Glance

Key month-by-month tasks/ideas for HS ASPIRE Coordinator program development

<p style="text-align: center;"><b>September</b></p> <ul style="list-style-type: none"> <li>• Order ASPIRE/OSAC materials as needed</li> <li>• Attend ASPIRE Fall Conference</li> <li>• Get to know your Site Staff</li> <li>• Senior Night Event - College application &amp; financial aid</li> <li>• Schedule/Prep for Financial Aid Night in Oct.</li> <li>• Plan College Rep Visits for Fall</li> <li>• Make your center welcoming</li> </ul>	<p style="text-align: center;"><b>October</b></p> <ul style="list-style-type: none"> <li>• Financial Aid Night (English/Spanish)</li> <li>• Student/Contributor - FSA ID Assistance</li> <li>• Classroom Introduction Presentations – Ask for 5-10 min in English, AVID, CCR classes)</li> <li>• Mentor Recruitment/Training</li> <li>• Attend Oregon Public University Counselor Conference</li> <li>• College Fairs (local/virtual)</li> </ul>	<p style="text-align: center;"><b>November</b></p> <ul style="list-style-type: none"> <li>• College Application Week/Month</li> <li>• Admission Essay workshops</li> <li>• OSAC Portal and Oregon Promise</li> <li>• Military focused event (consider around Veterans Day)</li> <li>• Recommendation Letter</li> <li>• Career assessments and exploration</li> </ul>
<p style="text-align: center;"><b>December</b></p> <ul style="list-style-type: none"> <li>• FAFSA/ORSAA Assistance Events</li> <li>• OSAC Webinars</li> <li>• Activity Chart mini lesson</li> <li>• Career Presenters (classroom and/or events)</li> <li>• Research/ review OSAC &amp; local scholarships options</li> <li>• Holiday Mentor Appreciation</li> </ul>	<p style="text-align: center;"><b>January</b></p> <ul style="list-style-type: none"> <li>• ASPIRE Reporting (Jan 15)</li> <li>• Scholarship Events – family evening events and/or lunchtime workshops</li> <li>• FAFSA/ORSAA Support</li> <li>• Oregon Promise Project (Jan-May) – All seniors should apply, complete FAFSA/ORSAA and list an OR CC</li> </ul>	<p style="text-align: center;"><b>February</b></p> <ul style="list-style-type: none"> <li>• ASPIRE OSAC Scholarship workshops/webinars</li> <li>• Freshman/Sophomore Career &amp; College planning events</li> <li>• Personal Finance event “Adulting 101” (junior/seniors)</li> <li>• Invite local community college to present (AAOT degrees &amp; technical programs)</li> <li>• College Fit presentation</li> </ul>
<p style="text-align: center;"><b>March</b></p> <ul style="list-style-type: none"> <li>• Seniors: After I have been accepted – Next Steps workshop</li> <li>• Junior Jumpstart events/classroom connections</li> <li>• Registration for ACT/SAT – Juniors</li> <li>• Interview Prep/Mock interviews</li> </ul>	<p style="text-align: center;"><b>April</b></p> <ul style="list-style-type: none"> <li>• ASPIRE Surveys (students/mentors)</li> <li>• ASPIRE Regional Meetings</li> <li>• Understanding Award Letter Offers Presentations/</li> <li>• Plan Senior Celebrations and/or Decision Day Event</li> <li>• Recognize/appreciate ASPIRE mentors</li> <li>• Trade/Apprenticeships</li> </ul>	<p style="text-align: center;"><b>May</b></p> <ul style="list-style-type: none"> <li>• ASPIRE Reporting (May 15)</li> <li>• Senior Celebrations and “Decision Day” events</li> <li>• Create calendar for next academic year events/reserve &amp; place on school calendar</li> <li>• Remind Juniors of early scholarship deadlines (Gates, Beat the Odds, etc.)</li> </ul>
<p style="text-align: center;"><b>June</b></p> <ul style="list-style-type: none"> <li>• Graduation celebration and activities</li> <li>• Summer Social Media Posts</li> </ul>	<p style="text-align: center;"><b>July</b></p> <ul style="list-style-type: none"> <li>• <i>Summer Break</i></li> </ul>	<p style="text-align: center;"><b>August</b></p> <ul style="list-style-type: none"> <li>• Create calendar of events for newsletter/email welcome to students and families</li> </ul>



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**The ASPIRE Calendar-at-a-Glance is not an inclusive list.** *This list is intended to be a general overview of what many ASPIRE coordinators activities/tasks may look like. Each site will have different priorities and goals.*

### Ongoing events/ideas for your ASPIRE/College & Career Center:

- Career/industry presenters (consider partnering with CTE/core class teachers & then offer to general students interested)
- Identify times of your day specifically for student appointment times (in person/video) with Outlook/signup genius/etc.
- Social Media/Website development
- Lunchtime workshops/seminars
- Encourage students to use your center when on releases – going home they often get little done and are distracted
- Job shadow, informational interview & mock interview opportunities

### Coordinator Self-care

- Don't think you have to do this alone – ask for help, use ASPIRE/OSAC resources
- Identify collaborators in your building that you can go to for help/assistance or to listen
- Identify your priorities (with the help of your ASPIRE Access Specialist & site administrator) and do those things well before adding more to your plate
- Leave work at work

### Ongoing Training

- ASPIRE Connection Webinars – Attend monthly topical trainings
- Mentor Q & A Webinars – Encourage your ASPIRE mentors to attend monthly webinars to ask questions and receive additional training
- ASPIRE Regional Meetings
- As needed – connect with your ASPIRE Access Specialist

**ASPIRE Resources** - <https://oregonstudentaid.gov/aspire/toolbox-and-resources/>

**OSAC Resources** - <https://oregonstudentaid.gov/resources/>

- Webinars – Seasonal and topical opportunities for students, families, or CCR staff
- Request Presentations – OSAC/ASPIRE staff will come to your site to present presentations on financial aid, scholarships, Options Beyond HS and more...
- Order ASPIRE, OSAC, and partner materials

**ASPIRE Mini lessons/Activities** - <https://oregonstudentaid.gov/aspire/about-aspire-and-aspire-resources/aspire-mini-lessons/> Use with students 1:1, in group or classroom settings. These are created to complement or expand the conversation after ASPIRE/OSAC presentations. *Have ideas for new topics? We want to grow our list of lessons/activities for sites to use – send your ideas to your ASPIRE Access Specialist.*

Contact your ASPIRE Access Specialist or [Contactus@ASPIREOregon.org](mailto:Contactus@ASPIREOregon.org) with any questions.