

# Manners First Education Initiative

A Vision That Exposes All Students to Success



**C**ollege **L**earning that exposes **A**ll **S**tudents to **S**uccess<sup>®</sup>  
career

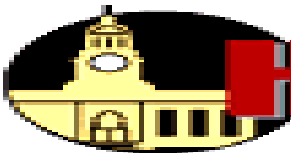
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2018

**C.L.A.S.S. College and Career Guide<sup>®</sup>**

By

Manners First Education Initiative and Partners



**HBCU CONNECT.COM**



*"There is nothing in a caterpillar that tells you it's going to be a butterfly."*

*Manners First-Celebrating 20 Years and Beyond-To God Be All The Glory*

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# Can I?

## “Your Life Has a Meaningful Purpose”

Dear Whosoever,

You were created for GREATNESS and to do good work. Your life has a purpose. No matter what you face in life, you are destined for success. If you fail at one of your goals, revise your plan, and try another one. Believe in yourself and watch what happens!

Remember the story of “The little Engine That Could” (if not, read it today). Recall how “The Little Engine That Could” did not allow fear or what others thought about her abilities to stop her from trying. When the mountain of a challenge appeared, she did not think about her inabilities, but her abilities to take on the task. In fact, she immediately, in her heart and mind, believed in herself.

Yes, there will be individuals who will say, “You will never make it; you are not qualified; you are incapable of performing or completing this task.” The key to life is not to rehearse negative opinions in your mind to the point that you become afraid and give up. Believe in yourself. Remember, you are created for GREATNESS! The challenges you will face in your life are there to teach you patience and tolerance. Ultimately, these characteristics will give you more hope and confidence for the next bigger challenges you will face.

Be like “The Little Engine That Could.” Do not allow fears, doubts, obstacles, circumstances, and people to stop you from climbing and crossing over your mountain. Your goals and dreams are achievable. Start your engines and go for it. **You can do it! Yes, you can. Yes, you can. Yes, you can. Yes, you can. Absolutely, you can!**

Sincerely,

Mr. Washington

**P.S.** “If a man is called to be a street sweeper, he should sweep streets even as a Michelangelo painted, or Beethoven composed music or Shakespeare wrote poetry. He should sweep streets so well that all the hosts of heaven and earth will pause to say, 'Here lived a great street sweeper who did his job well.’” **Rev. Martin Luther King, Jr.**



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**“There is nothing in a caterpillar that tells you it’s going to be a butterfly.”**

# Introduction

**C**ollege **L**earning that exposes **A**ll **S**tudents to **S**uccess **C.L.A.S.S.**®

**The Purpose of C.L.A.S.S** is to expose all students to success by increasing graduation/completion rates of high school and post-secondary vocational, certificate and licensure and college and university degree programs. C.L.A.S.S. encourages, supports, and creates college and career opportunities for all students, including those that are economically disadvantaged, diagnosed with a learning disability, and/or at-risk

## Academic, Social, and Career Development

C.L.A.S.S. helps prepare students for college and the world of work. Students and parents/guardians in C.L.A.S.S. receive support with career assessment, test prep, admissions, scholarships and financial aid, employability and independent living skills, financial literacy, entrepreneurship and the development of individualized career portfolios, success plans, and IEP goals.

- The C.L.A.S.S. College Guide (also available in Spanish) offers easy to follow monthly activities designed to prepare, motivate, encourage, and support students in every step of the college admissions process.
- C.L.A.S.S. Social Development focuses on teaching students to demonstrate *respect for self, for others, and for learning* – The *Manners First* motto.
- C.L.A.S.S. Curriculum **Students who participate will:**
  - Be taught by experienced school counselors, certified teachers, professors and business and trade professionals
  - Academic support, study and test-taking skills
  - Develop individualized and personal college and career skills, career Portfolios, IEP goals, resumes, and Student Success Plan
  - Receive 1:1 mentoring to support their unique needs
  - Social Development: Take a promise pledge to demonstrate respect for self, for others, and for learning
  - Career Development: Explore personal interests, goals, and talents
  - Learn employability and independent living skills along with **financial literacy**
  - Identify colleges, careers, and **entrepreneurship** that are best suited to the student's academic strengths and personal interests
  - Participate in a career/college/job fair, and college tours
  - Review academic and testing records and provide guidance on tests, including the SAT, ACT, AP, SAT, SAT II, ACT, Test of English as a Foreign Language-TOEFL, state and school assessments, and ASVAB
  - Prepare for college and job interviews and learn job and college application skills
  - Review financial aid, FAFSA, and scholarship options
  - Prepare essays that can be used for colleges of choice
  - Develop an application strategy to increase college acceptance and employability possibilities
  - Receive weekly social and career challenges

**Learning Outcome: The C.L.A.S.S. Programs** meet the requirements of the American School Counselor Association – ASCA Standards:

**Parents/guardians and community members are invited and encouraged to participate.**

## ASCA Standards

### **Academic Standard A**

Students will understand the relationship of academics to the world of work and to life at home and in the community. Describe the way school, home, and community are interrelated and lead to school success.

### **Personal/Social Standard A**

Students will acquire the knowledge, attitudes and interpersonal skills to help them understand and respect self and others.

### **Career Standard B**

Students will employ strategies to achieve future career success and satisfaction. Explain that careers require a variety of skills, education, and interests. Relate learning to future career goals.

### **Career Standard C**

Students will understand the relationship between personal qualities, education and training, and the world of work. Relate their personal interests to a variety of career choices.

### **Financial Literacy**

Financial literacy classes/workshop will teach students how to make informed judgments and effective decisions about the use and management of their money now and for the future.

### **Manners First Motto**

Teaches students how to demonstrate respect for self, for others, and for learning. Each student participating in C.L.A.S.S. will take a promise pledge; a signed declaration to demonstrate respect for *self, for others, and for learning*. Students also promise not to drop out of school or stop learning. Additionally, students will be required to participate in our R.E.S.P.E.C.T. contest.

**C.L.A.S.S** - initiative has received recognition and praise from parents/guardians, students, teachers, schools, college admissions counselors, businesses, and community leaders. \*C.L.A.S.S. meets the requirements of The American School Counselor Association-ASCA.

**Share All Information with Your Parents/guardians.**

**“There is nothing in a caterpillar that tells you it’s going to be a butterfly.”**

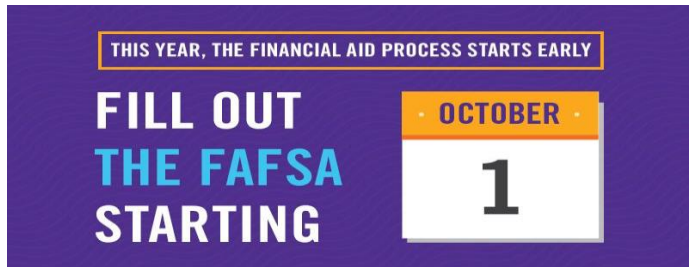


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**[mannersfirst.org](http://mannersfirst.org)**

# Manners First Education Initiative

## What's New?

\*\*\*If you are viewing a hard copy of this manual, please google the below individual topics.



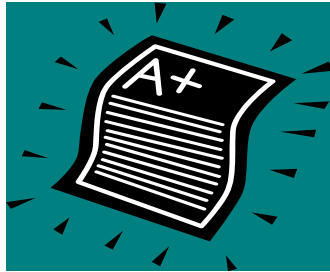
- [\\*\\*\\*\\*\\*FAFSA® Changes for 2017-18](#)
- [UNDOCUMENTED STUDENTS- YOU Can Go To College-COLLEGE BOARD-](#)
- [Click here for Spanish version of FAFSA](#)
- [The Get Ready Program](#) is an early intervention and college awareness program that helps prepare 5th-12th grade students and their families with college planning information, academic tutoring and information on career and higher education options.
- What If...Please View the YouTube Videos on Page 29.**
- [SAT Question of The Day](#)
- [The ACT Question for The Day](#)
- [FREE SAT Practice Questions](#)
- [Free ACT Practice Test](#)
- [SAT on Twitter](#) and [ACT on Twitter](#)
- [College Essay Guy](#) -Learn how to write a succinct and beautiful college essay with resources and tips from an experienced college application specialist.
- [SAT or ACT, which one should you take?](#)

**NEW SAT Test-Spring of 2016**The first administration of the redesigned SAT will be in Spring 2016. [See FAQsOverview: Current SAT vs. Redesigned SAT](#)



## 7 Facts You Should Know

### Don't Skip the Quiz.



1. The letters S A T and A C T are acronyms for two college tests: What word does each letter represent?
2. What is the difference between SAT and ACT? What is the highest score you can earn on each test?
3. What is a scholarship? What is a grant? What is a loan?
4. How many colleges and universities are based in your state? Name these colleges.
5. How many branches are there in the military? Name each of the branches.
6. Why is it necessary to complete the FAFSA?
7. Why is it important to love your work/career?

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## Comparing the Two:

### SAT

### ACT

Why Take It	Colleges use SAT scores for admissions and merit-based scholarships.	Colleges use ACT scores for admissions and merit-based scholarships.
Test Structure	<ul style="list-style-type: none"><li>• Math</li><li>• Reading</li><li>• Writing and Language</li><li>•</li></ul> Essay (Optional)	<ul style="list-style-type: none"><li>• Math</li><li>• Reading</li><li>• English</li><li>• Science</li></ul> Essay (Optional)
Length	<ul style="list-style-type: none"><li>• 3 hours (without essay)</li><li>• 3 hours, 50 minutes (with essay)</li></ul>	<ul style="list-style-type: none"><li>• 2 hours, 55 minutes (without essay)</li><li>• 3 hours, 40 minutes (with essay)</li></ul>
Reading	5 reading passages	4 reading passages
Science	None	1 science section testing your critical thinking skills (not your specific science knowledge)
Math	Covers: <ul style="list-style-type: none"><li>• Arithmetic</li><li>• Algebra I &amp; II</li><li>• Geometry, Trigonometry and Data Analysis</li></ul>	Covers: <ul style="list-style-type: none"><li>• Arithmetic</li><li>• Algebra I &amp; II</li><li>• Geometry and Trigonometry</li></ul>
Tools	Some math questions don't allow you to use a calculator.	You can use a calculator on all math questions.
Essays	Optional. The essay will test your comprehension of a source text.	Optional. The essay will test how well you evaluate and analyze complex issues.
How It's Scored	Scored on a scale of 400–1600	Scored on a scale of 1–36

To Learn More, Please Visit Below:

Visit [www.act.org](http://www.act.org) and [www.collegeboard.org](http://www.collegeboard.org) to learn more about the two tests.

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# Fee Waivers

## SAT Fee-Waiver Eligibility

### Am I eligible for a SAT fee waiver?

To find out, please call the number below or visit the site listed below.

See your school counselor/ advisor for more information on Fee Waivers, Application Fee waivers, and Reductions cost: Contact the Educator Helpline for eligibility requirements and for additional questions and concerns at 888-SAT-HELP (888-728-4357).

**<http://professionals.collegeboard.com/testing/waivers/guidelines/sat> important site to visit!**

## ACT Fee-Waiver Eligibility

### Am I eligible for an ACT fee waiver?

To find out, please call the number below or visit the site listed below.

See your school counselor/ advisor for more information on Fee Waivers, Application Fee waivers, and Reductions cost: Contact ACT Fee waivers for eligibility requirements and for additional questions and concerns at 319/337-1270

**<http://www.actstudent.org/faq/answers/feewaiver.html>**



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Date of Test	Test	Register by	Get Online Scores Starting On †
August 26 2017	<b>SAT &amp; SAT Subject</b>	July 28 (8/15 with late fee)	Sep. 15
September 9 2017	<b>ACT</b>	Aug. 4 (8/18 with late fee)	Sep. 19
October 7 2017	<b>SAT &amp; SAT Subject</b>	Sep. 8 (9/27 with late fee)	Oct. 20
October 28 2017	<b>ACT</b>	Sep. 22 (10/6 with late fee)	Nov. 14
November 4 2017	<b>SAT &amp; SAT Subject</b>	Oct. 5 (10/25 with late fee)	Nov. 17
December 2 2017	<b>SAT &amp; SAT Subject</b>	Nov. 2 (11/21 with late fee)	Dec. 15
December 9 2017	<b>ACT</b>	Nov. 3 (11/17 with late fee)	Dec. 19
February 10 2018	<b>ACT</b>	Jan. 12 (1/19 with late fee)	Feb. 21
March 10 2018	<b>SAT only</b>	Feb. 9 (2/28 with late fee)	Mar. 23
April 14 2018	<b>ACT</b>	Mar. 9 (3/23 with late fee)	Apr. 24
May 5 2018	<b>SAT &amp; SAT Subject</b>	Apr. 6 (4/25 with late fee)	May 18
June 2 2018	<b>SAT &amp; SAT Subject</b>	May 3 (5/23 with late fee)	July 11
June 9 2018	<b>ACT</b>	May 4 (5/18 with late fee)	June 19
July 14 2018	<b>ACT</b>	June 15 (6/22 with late fee)	July 24
August 25* 2018	<b>SAT &amp; SAT Subject</b>	July 27 (8/14 with late fee)	Sep. 14

<http://www.erikthered.com/tutor/sat-act-calendar.html>

**ACT and SAT Dates for 2017-2018 School Year.** Double check ALL dates with collegeboard.com and ACT.org or with your counselor/advisor. This year's test dates, normal registration deadlines, late registration deadlines, and score availability are above. **ACT dates are blue.** **SAT dates are red.**



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# Monthly To-Do-Activities

\*Updated yearly



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# August To-Do-Activities

Career/college Learning that exposes All Students to Success C.L.A.S.S. of 2017©

## 12 Important Things to Remember To Do Now!!!

1. Say this now, over and over in your mind! "I am going to have a great senior year! I am going to start this year off right by working hard and not falling behind in my classes or activities."
2. Create a list of 4-8 colleges. Learn more by visiting [www.applyto4.org](http://www.applyto4.org) for free help with filling out college applications.
3. Save your money from your summer job.
4. Have your parents/guardians **fill out the free and/or reduced lunch application**. Why? **The benefits**, if you qualify, are fee waivers for college applications and SAT, reduction in the cost of AP exams, and more scholarship opportunities. (Get a copy of the application from the main office or the cafeteria's main office.)
5. Check your transcript for credits accuracy. Make sure you are taking the right courses to graduate.
6. Follow the **Monthly To-Do-Activities**-beginning with August.
7. Get a copy of the Scholarship Compendium from the school counselor's office.
  - Visit these sites: For Helpful Tips to afford college, go to <http://www.25tipstoaffordcollege.com/>.
  - For a complete list of available scholarships, go to free scholarships For a complete list of available scholarships, go to <http://mannersfirst.org/resources.php#Scholarships>
  - For college and career resources, go to <http://mannersfirst.org/college.php>
8. If you have not done so already, please **register for AP classes**. Why? You can earn college credits, AP courses increase your chances for admissions, and give you a head-start on what to expect from college level courses.
9. List your top choices of colleges and request from those colleges admission information and catalogs.
10. **\*\*\*Be Careful What You Post on Your Social Networking Sites. Your Online Image Matters to Colleges and Employers. Do You Have A Professional Email Address?**

You Are Created for Greatness and To Do Good Works! You are going to have a GREAT year!  
Mr. Washington

**Please Share All Information With Your Parents/guardians.**

**"There is nothing in a caterpillar that tells you it's going to be a butterfly."**



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## September To-Do-Activities

- Work hard to improve your grades/GPA. Stay Focused and Motivated! **Also, Be Careful What You Post on Your Social Networking Sites. Your Online Image Matters to Colleges and Employers. (Do You Have A Professional Email Address? If Not, Please Create One).**
- It is very important for you to register for all tests/exams in advance. Make sure to give yourself enough study time to prepare appropriately. If you have difficulty paying for a test/exam registration fee (including AP exam), please see your counselor/advisor or principal about getting a **fee waiver**.
- Register for the Oct /Nov SAT at <http://sat.collegeboard.com/register> and/or ACT @ [www.act.org](http://www.act.org)
- Check your high school transcript. Make sure you have all the credits and courses required to enroll in college. **Ask your principal to announce over the intercom each morning the scholarships that are due each month.**
- Write all **deadline dates** in your planner, including dates for submitting your applications and SAT and ACT test dates.
- Consider using the Common application process [www.commonapp.org](http://www.commonapp.org) The Common Application is one application that applies to many colleges and universities. Check to see if your college or university is on the participation list. For applying to black colleges and universities (HBCUs), go to <http://www.eduinonline.com/> for the common application. Don't forget to include the **required essay** with your Common Application.
- Write a personal statement/resume letter. Explain your strengths, activities, community services, skills and talents (**Use My Activity Form-1 and The College Admission Essay Writing Form-2**).
- Request letters of recommendation. Give recommendation forms to the 3 individuals (teachers, counselors, pastors and church leaders, or community leaders) you have chosen as references. **Give forms-- My Activity Form-1 and The College Admission Essay Form-2 – to these individuals to reference in their letters of recommendation.** Ensure that your portion of the form is complete and accurate. **Be thoughtful - write thank you notes to individuals who wrote recommendations for you and keep them informed of your decision status.**
- Take another look at your list of colleges. Ensure that they still satisfy your requirements. **Start applying – (Considering College-Form 3) When Evaluating a College or University.**  
**SCHOLARSHIPS/CAREERS!!** See your counselor/advisor for your personal copies of the [Delaware Scholarship Compendium](#) and [Career Compass](#) – **two valuable resources.**
- Attend fall college fairs and plan visits to colleges. Try to schedule interviews during your visits. (If you already visited your colleges of choice during the summer, you may want to do a second visit). Take questions with you and talk to professors and other students to get a feel for the school's environment. Take notes during your visits (**Use College Visit Summary Sheet Form-4**).
- Send All TEST SCORES and Transcripts to Colleges-Remember: Colleges and employers like to see a strong senior year, So Do Your Very Best! Questions See Your Counselor or Advisor.**
- SAT test date: \_\_\_\_\_ Registration deadline \_\_\_\_\_  
Write the date Write the date
- ([www.collegeboard.com](http://www.collegeboard.com)) SAT's Customer Service @ 1866-756-7346 for students with disabilities call 1609-771-7137.
- ACT test date \_\_\_\_\_ Registration deadline \_\_\_\_\_  
Write the date Write the date
- ([www.actstudent.org](http://www.actstudent.org)) ACT's Customer services @1319-337-1000. For students with disabilities call 319-337-1332. Please Share All Information with Your Parents/Guardians  
**"There is nothing in a caterpillar that tells you it's going to be a butterfly."**





## October To-Do-Activities

- Work hard to improve your grades/GPA. Stay Focused and Motivated!
- New: Students will be able to submit a FAFSA® earlier.** Students will be able to file a 2017–18 FAFSA as early as **Oct. 1, 2016**, rather than beginning on Jan. 1, 2017.
- It is very important for you to register for all tests/exams in advance. Make sure to give yourself enough study time to prepare appropriately. If you have difficulty paying for a test/exam registration fee (including AP exam), please see your counselor/advisor or principal about getting a **fee waiver**.
- Register for December SAT and/or ACT.
- Before you submit your college essay, make sure you **have a parent/guardian/teacher proofread it. Make sure it is addressed correctly to the proper college.** Check out [www.collegeessayguy.com](http://www.collegeessayguy.com) for essay help.
- Write all deadline dates in your planner, including dates for submitting your college applications.
- Consider using the Common application process [www.commonapp.org](http://www.commonapp.org) or if applying to black colleges and universities (HBCUs), go to <http://www.eduinonline.com/> for the Common Application. Don't forget to include the required essay with your Common Application. The Common Application is one application that applies to many colleges and universities. Check to see if your college or university is on the participation list.
- Attend College Fairs** –Get Ready for New Castle County-School Counselors Association-College Fair on Tuesday-November 14<sup>th</sup> from 6:30-9:00 at the Bob Carpenter Center located at the University of Delaware. Call the Bob Carpenter Center @ 831-4016 for more information. Also, go to Fall College Fair with **NACAC** for more information on **college fairs in Washington, DC, Baltimore, Philadelphia, New Jersey, and in other cities.**
- Know the differences in the admissions processes.** Early Decision means you are making a commitment to a first choice i.e. if accepted to that particular university or college, you are saying that you will definitely attend. See your counselor/advisor for information on the differences in the admissions processes.
- While attending college fairs**, inquire about available aid including merit scholarships, which are based on your academics. Also, remember you are being interviewed the moment you ask a question, so conduct yourself appropriately.
- If you have a learning or **physical disability**, contact the colleges on your list and ask what **support services** are available. For more information on disability rights call - 609-771-7137
- Check with your counselor to ensure that your transcripts and test scores have been sent to the colleges where you are applying for admission. Diligently continue your search for private scholarships. **(Delaware Scholarship Compendium and Career Compass two valuable resources.)**
- Take all letters that you receive pertaining to colleges to your counselor/advisor. Have your counselor/advisor make copies of all college related letters. Keep your original copies inside your C.L.A.S.S. Portfolio.
- Other resources for October -- **Students' Rights and Responsibilities** in the college admissions process. [www.nacacnet.org](http://www.nacacnet.org).
- Pay close attention to all details when applying for admissions and scholarships. It will prove to be rewarding in the end.
- SAT test date:** \_\_\_\_\_ **Registration deadline** \_\_\_\_\_  
Write the date Write the date
- ([www.collegeboard.com](http://www.collegeboard.com)) **SAT's Customer Service @ 1866-756-7346** for students with disabilities call 1609-771-7137.
- ACT test date** \_\_\_\_\_ **Registration deadline** \_\_\_\_\_  
Write the date Write the date
- ([www.actstudent.org](http://www.actstudent.org)) **ACT's Customer Service @1319-337-1000.** For students with disabilities call 319-337-1332. \*Remember: Colleges like to see a strong senior year, So Do Your Very Best! Please Share All Information with Your Parents/Guardians. **There's nothing in a caterpillar that tells you it's going to be a butterfly."**

# **October C.L.A.S.S. Notes**

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**“There is nothing in a caterpillar that tells you it’s going to be a butterfly.”**

# November To-Do-Activities

- How are your grades?
- Attend** on Wednesday, November 2<sup>nd</sup>- New Castle County-School Counselors Association-College Fair-Bob Carpenter Center at the University of Delaware from 6:30 PM to 9:00PM
- Visit [www.applyto4.org](http://www.applyto4.org) for free help with filling out college applications
- Are you reviewing now for the **December SAT** and/or December **ACT**?
- Consider using the Common Application process [www.commonapp.org](http://www.commonapp.org) For applying to historically black colleges and universities (HBCUs), go to <http://www.eduinonline.com/> for the Common Application. Do not forget to include the required essay with your Common Application. The Common Application is one application that applies to many colleges and universities. Check to see if your college or university is on the participation list.
- Focus on applying for **scholarships**. See your counselor/advisor to learn what scholarships are available in **November and December**, and don't forget to use the internet resources inside your [Delaware Scholarship Compendium](#) and [Career Compass](#) **two valuable resources..**
- Work on your letters of recommendation for your colleges. Do not wait until the last minute to ask a teacher or counselor for letters of recommendation. You can use **Form-1 My Activity Form and Form-2 The College Admission Essay Writing Form**.
- Before you submit your college essay, make sure you **have a parent/guardian/teacher proofread it. Make sure it is addressed correctly to the proper college.** Check out [www.collegeessayguy.com](http://www.collegeessayguy.com) for essay help.
- Continue to attend different college fairs. Especially this month's New Castle County-School Counselors Association-College Fair on **Tuesday-November 14<sup>th</sup> from 6:30-9:00 at the Bob Carpenter Center** located at the University of Delaware. Call the Bob Carpenter Center @ 831-4016 for more information Go to [NACAC](#) for more information on college fairs.
- At college fairs, inquire about available aid, including merit scholarships, which are based on your academics. Also, remember you are being interviewed the moment you ask a question so conduct yourself appropriately.
- Check with your counselor/advisor to make sure your transcript and test scores have been sent to the colleges where you are applying for admission.
- \*Take all letters you receive pertaining to colleges to your counselor. Have your counselor/advisor make copies of all college-related letters. Keep your original copies inside your C.L.A.S.S. Portfolio.
- Take a moment to review September and October To-Do-Activities.
- \*\*\*Be Careful What You Post on Your Social Networking Sites. Your Online Image Matters to Colleges and Employers. (Do You Have A Professional Email Address? If Not, Please Create One).**
- "Do not panic; it will all work out"**
- SAT test date: \_\_\_\_\_ Registration deadline \_\_\_\_\_  
Write the date Write the date
- ([www.collegeboard.com](http://www.collegeboard.com)) **SAT's Customer Service @ 1866-756-7346** for students with disabilities call 609-771-7137.
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Please Share All Information with Your Parents/Guardians.

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## December To-Do-Activities

- Work hard to improve your grades/GPA.
- If necessary, register for the January SAT. January could be the last month available to take the test or to submit your application for many colleges. Check the **deadline date** for **SAT/ACT** and for submitting your **application**. Register for the SAT at [www.collegeboard.com](http://www.collegeboard.com) and/or ACT at [www.act.org](http://www.act.org).
- Consider using the Common Application process [www.commonapp.org](http://www.commonapp.org) or For Black colleges and universities-HBCUs Common Application go to <http://www.eduinonline.com/>
- Focus on applying for **scholarships**. See your counselor/advisor to determine what scholarships are available.
- Ensure that your counselor/advisor and teachers have the necessary recommendation forms for your application.** You may need to remind them of the deadline date to submit recommendation letters or forms.
- Before you submit your college essay, ensure that you have a parent/guardian/teacher proofread it. Check out [www.collegeessayguy.com](http://www.collegeessayguy.com) for essay help.
- Check with your counselor/advisor to ensure that your transcript and test scores have been sent to the colleges where you are applying for admission.
- \*Take all letters you receive pertaining to colleges to your counselor/advisor. Have your counselor/advisor make copies of all college-related letters.** Keep your original copies inside your C.L.A.S.S. Portfolio.
- Keep records of everything inside your portfolio for your own personal reference (e.g. copies of applications, test scores, FAFSA form, etc).
- Take a moment to review September, October, and November To-Do-Activities.
- Important!** Get ready to complete the FAFSA. To learn about FAFSA, see your counselor/advisor or go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or call the federal student aid information center at (319)-337-5665. You can apply now to get your pin number, which is needed to complete the application.
- Make plans with your parents/guardians to **attend a financial aid night** (See your counselor/advisor for dates).
- "Now is **not** the time to get weary in doing well. You will reap the benefits if you do not quit."*
- SAT test date: \_\_\_\_\_ Registration deadline \_\_\_\_\_  
Write the date Write the date
- ([www.collegeboard.com](http://www.collegeboard.com)) or call SAT's Customer Service @ 1866-756-7346 for students with disabilities call 1609-771-7137.
- ACT test date \_\_\_\_\_ Registration deadline \_\_\_\_\_  
Write the date Write the date
- ([www.actstudent.org](http://www.actstudent.org)) ACT's Customer Service 1319-337-1000. For students with disabilities call 319-337-1332.

Please Share All Information with Your Parents/Guardians.

***"There is nothing in a caterpillar that tells you it's going to be a butterfly."***

**Have A Merry Christmas and A Blessed New Year!**



# January To-Do-Activities

- Continue to work hard in your classes.
- Start preparing now for the **AP exam in May**. Find out your school's registration and test dates. Find out from your school's principal or counselor/advisor what to do if you will need accommodations.
- Make plans with your parents/guardians to attend financial aid night/ at local schools. See your counselor for dates and locations. Important!** Get ready to complete the FAFSA. To learn about FAFSA, see your counselor or go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or call the federal student aid information center at (319) 337-5665. You can apply now to get your pin number, which is needed to complete the application. Once you get your pin number, you can start filling out some of the application now like name, address, etc.
- If necessary, register for the **March SAT** only and/or **Feb ACT** Check the **deadline dates** for **SAT /ACT** and for submitting your **application**. **SAT only register at [www.collegeboard.com](http://www.collegeboard.com)** **ACT go to [www.act.org](http://www.act.org)**.
- Consider using the Common Application process [www.commonapp.org](http://www.commonapp.org) or for Black colleges and universities-HBCUs Common Application go to <http://www.eduinonline.com/>
- Don't Quit**. Focus on applying for **scholarships and doing college visits/tours**. See your counselor/advisor to determine what scholarships are available in January.
- Ensure that your counselor/advisor and teachers have the necessary recommendation forms from your application(s)**. You may need to remind them of the deadline dates to submit recommendation letters or forms. **Be thankful for their time and support towards you! "SAY THANKS TO THEM and BE GRATEFUL!"**
- Before you submit your college essay, ensure that you have a parent/ guardian/teacher proofread it.
- Check with your counselor/advisor to ensure that your transcript and test scores have been sent to the colleges where you are applying for admission.
- \*Take all letters you receive pertaining to colleges to your counselors. Have your counselor make copies of all college-related letters.** Keep your original copies inside your C.L.A.S.S. Portfolio.
- Begin filling out the FAFSA form. Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to learn more about FAFSA. Talk with your parents/guardians about filing their income taxes early. This helps colleges to finalize scholarships/financial aid decisions early. Don't Miss Out!
- Remember: Colleges like to see a strong senior year, So Do Your Very Best!**
- SAT test date: \_\_\_\_\_ Registration deadline \_\_\_\_\_  
Write the date Write the date
- ([www.collegeboard.com](http://www.collegeboard.com)) **SAT's Customer Service @ 1866-756-7346** for students with disabilities Call 1609-771-7137.
- ACT test date \_\_\_\_\_ Registration deadline \_\_\_\_\_  
Write the date Write the date
- ([www.actstudent.org](http://www.actstudent.org)) **ACT's Customer Service @1319-337-1000**. For students with disabilities call 319-337-1332.

**STAY FOCUSED!**

Please Share All Information with Your Parents/Guardians.

**"There is nothing in a caterpillar that tells you it's going to be a butterfly."**

January C.L.A.S.S.  
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## February To-Do-Activities

- Continue to work hard in your classes.
- Register for the March\_\_\_\_\_ SAT test by Feb\_\_\_\_\_ or the April ACT by\_\_\_\_\_.
- Start preparing for the AP exam in May. Find out your school's registration and test dates. Find out from your school's principal or counselor/advisor what to do if you will need accommodations.
- SAT Services for students with disabilities call 609-771-7137. ACT disabilities services 319-337-1332.
- C.L.A.S.S. Presents – “*Dreams Do Come True*” **On-The-Spot Event - Date TBA.**
- Remember to monitor your application(s) to be sure that all materials are sent and received on time and that they are complete. Stay on top of things and don't procrastinate!!!**
- If you completed a FAFSA, you should receive your Student Aid Report (SAR) within 4 weeks of submitting the FAFSA. With a parent/guardian, review the SAR carefully and check for any inaccuracies (notify the college of any changes). If you do not receive your SAR within 4 weeks, contact FAFSA [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or call (319) 337-5665.
- If you have not sent in your completed **FAFSA** yet, do so, or complete the form online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Continue to complete scholarship applications. You may be eligible for more scholarships than you think, so apply for as many as you can!
- If you plan to play sports in college and have not yet filed the proper paper work with the NCAA Clearinghouse, see your coach, athletic director or counselor/advisor, or go to [www.ncaa.org/](http://www.ncaa.org/).
- Check with your counselor/advisor to make sure your transcript and test scores have been sent to the colleges that you are applying for admission.
- \*Take all letters you receive in the mail pertaining to college/scholarships to your counselor/advisor. Have your counselor/advisor make copies of all college/scholarships related letters. Keep your original copies inside your C.L.A.S.S. Portfolio.**
- Don't get senioritis. Don't get senioritis. Don't get senioritis!!!
- Remember: Colleges like to see a strong senior year, So Do Your Very Best!**
- SAT test date: \_\_\_\_\_ Registration deadline \_\_\_\_\_  
Write the date Write the date
- ([www.collegeboard.com](http://www.collegeboard.com)) SAT's Customer Service @ 1866-756-7346 for students with disabilities call 1609-771-7137.
- ACT test date \_\_\_\_\_ Registration deadline \_\_\_\_\_  
Write the date Write the date
- ([www.actstudent.org](http://www.actstudent.org)) ACT's Customer Service @1319-337-1000. For students with disabilities call 319-337-1332.

Please Share All Information with Your Parents/Guardians.

***"There is nothing in a caterpillar that tells you it's going to be a butterfly."***



## March To-Do-Activities

- Don't give up! Yes, You Can! Yes, You Can! Yes, You Can! Yes, You Can! Yes, You Can!
- Register for the May/June SAT and/or April/June ACT.
- Continue to prepare for the AP exam in May. Find out your school's registration and test dates. Find out from your school's principal or counselor/advisor what to do if you will need accommodations.
- Do you need a job? Will Work! Be on the lookout for a Will Work Event! Date TBA.*
- Remember to monitor your application(s), especially students who did on-the-spot admissions, to ensure that all materials are sent and received on time and that they are complete. Stay on top of things and don't procrastinate!!!**
- If you completed a FAFSA, you should receive your Student Aid Report (SAR) within 4 weeks after submitting the FAFSA. Review the SAR carefully and check for any inaccuracies. Notify the college of any changes. If more than four weeks has passed and you did not receive your SAR, contact FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or call (319) 337-5665.
- If you have not sent in your completed FAFSA yet, please do so or complete the form online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Stay focused in your classes.** Don't take the risk of losing your scholarship and admissions money because of slipping grades.
- Continue to complete scholarship** applications. You may be eligible for more scholarships than you think, so apply for as many as you can!!!!
- If you plan to play sports in college** and have not yet filed the proper paper work with the NCAA Clearinghouse, see your coach, athletic director, or counselor/advisor, or go to [www.ncaa.org](http://www.ncaa.org).
- Check with your counselor/advisor** to make sure that your transcript and test scores have been sent to the colleges where you are applying for admissions.
- \*Take all letters you receive** pertaining to colleges/scholarships and give them to your counselor/advisor. Have your counselor/advisor make copies of all college/scholarship related letters. Keep your original copies inside your C.L.A.S.S. Portfolio.
- \*Don't get senioritis and don't give up!
- SAT test date: \_\_\_\_\_ Registration deadline \_\_\_\_\_  
Write the date Write the date
- ([www.collegeboard.com](http://www.collegeboard.com)) SAT's Customer Service @ 1866-756-7346 for students with disabilities call 1609-771-7137.
- ACT test date \_\_\_\_\_ Registration deadline \_\_\_\_\_  
Write the date Write the date
- ([www.actstudent.org](http://www.actstudent.org)) ACT's Customer Service @1319-337-1000. For students with disabilities call 319-337-1332.

Please Share All Information with Your Parents/Guardians.

*"There is nothing in a caterpillar that tells you it's going to be a butterfly."*

# March C.L.A.S.S. Notes

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**"There is nothing in a caterpillar that tells you it's going to be a butterfly."**  
C.L.A.S.S. ©

## April To-Do-Activities

- Don't slack off in your classes!
- Do you need a job? Attend **Will Work!** Job fair. Date TBA
- The AP exam is in May. Find out your school's registration and test dates. Find out from your school's principal or counselor/advisor what to do if you will need accommodations.
- College acceptance letters and financial/scholarship awards will begin to arrive. Weigh your options with your parents/guardians. The right, most effective, and wise choice may not be the most popular decision with you.
- Use your **Considering College Form 3** when Evaluating a College/University.
- If you know which college/university you will attend, send your tuition deposit and follow all other instructions for admitted students. **Be Proud of Yourself** that you have completed a difficult task. **Don't forget to thank your parents/family members, friends, bus drivers, crossing guards, custodians, church leaders, teachers/staff, community and business leaders, and counselors/advisors, etc.**
- There are still more scholarships for which you can apply. Take advantage of the time because most students will not. Don't get weary - Stay focused on applying for scholarships. See your counselor/advisor to see what scholarships are available in April, May, and June. Go to for **free scholarships** <http://mannersfirst.org/resources.php#Scholarships>
- Check with your counselor/advisor to make sure your transcript and test scores have been sent to the colleges where you are applying for admission. Also, ensure that all the application requirements are fulfilled. Call and speak personally with an admissions officer. Make sure you write/document all important information about the conversation and get the admissions officer's name and direct phone number if necessary.
- \*Take all letters you receive pertaining to colleges to your counselor. Have your counselor/advisor make copies of all college-related letters. Keep records of everything inside your CLASS portfolio -- e.g. copies of applications, test scores, FAFSA form -- for your own personal resources.
- \*Don't get senioritis \*Don't get senioritis \*Don't get senioritis \*Don't get senioritis.
- Be Careful What You Post on Your Social Networking Sites. Your Online Image Matters to Colleges and Employers. (Do You Have A Professional Email Address? If Not, Please Create One).**
- Questions about housing, contact the college(s) you submitted your application or speak with your counselor/advisor**
- SAT test date: \_\_\_\_\_ Registration deadline \_\_\_\_\_  
Write the date Write the date
- ([www.collegeboard.com](http://www.collegeboard.com)) SAT's Customer Service @ 1866-756-7346 for students with disabilities call 1609-771-7137.
- ACT test date \_\_\_\_\_ Registration deadline \_\_\_\_\_  
Write the date Write the date
- ([www.actstudent.org](http://www.actstudent.org)) ACT's Customer Service @1319-337-1000. For students with disabilities call 319-337-1332.

Please Share All Information with Your Parents/Guardians.

**"There is nothing in a caterpillar that tells you it's going to be a butterfly."**

## **April C.L.A.S.S. Notes**

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**"There is nothing in a caterpillar that tells you it's going to be a butterfly."  
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## May-June-July To-Do-Activities

### ○ May To-Do-Activities:

- Are you ready to take the AP exam? Yes or No?
- Take all letters pertaining to financial aid, scholarships, grants and awards to your counselor/advisor
- Ask your counselor/advisor to send your final transcript to the college/university you plan to attend, including athletes. Also, send final transcript to the college/university if you are planning to play varsity sports.
- Review the financial aid letters you received. If you need to lobby for more money, ask your counselor/advisor to call on your behalf, and have your parents/guardians call the financial aid office at your college. Your parents and guardians may be asked to make the appeal in writing, stating your reasons for needing more funds.
- Check the date to see when your tuition deposit is due for the college/university you have chosen. **As a courtesy**, notify the other colleges/universities that accepted you to let them know you have selected another college/university.
- Congratulations! You Will Do Well! Be Sure To THANK GOD!!!**
- Important: With your parents/guardians' permission, ask some of your teachers, church leaders, or community leaders to mentor you through college-career or work. This will be beneficial to you in the long run.**

### ○ June To-Do-Activities:

- Ask your counselor/advisor to send your final transcript to the college/university you plan to attend, including athletes. Also, send final transcript to the college/university if you are planning to play varsity sports.
- Pay attention to college/university due dates: room and board, meal plan, etc. If necessary, request a payment plan, which will allow you to pay in installments. You may be able to use some overlapping scholarship monies for other college related expenses. Have a safe and blessed summer!

### ○ July To-Do-Activities:

- Look for information in the mail from the college about housing and roommates.
- Contact your college for a list of things you will absolutely need.
  - Resources for personal and public safety:
- Be sure to contact your college/university or work place to obtain information on personal safety. For Johns Hopkins Public Safety go to <http://www.jhu.edu/~security/contact.html> or call 410-516-4600 For the University of Delaware's public safety office, go to the [publicsafety@udel.edu](mailto:publicsafety@udel.edu) website or call the University of Delaware at (302) 831-2222. **You may be able to locate your college's information on the web by googling "public safety" and the name of the college you are planning to attend.**
- BE SURE TO THANK GOD For Helping You!!!**
- Thank all** your teachers and school staff, including the crossing guards, custodians, cafeteria workers, maintenance workers, and bus drivers and yes, your parent/guardians and other family members, classmates, pastors/church leaders, community and business leaders, and friends.
- \*\*\*This Summer, Please Make Wise and Thoughtful Decisions with Your Friends. Re-think it! Re-think it! Re-think it! Let Nothing or No-one Hold You Back! Re-think it!**
- Be Blessed! "You Are Created for Greatness and To Do Good Works..."**

*Please Share All Information with Your Parents/Guardians.*

**"There is nothing in a caterpillar that tells you it's going to be a butterfly."**

**May June July C.L.A.S.S.  
Notes**

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**“There is nothing in a caterpillar that tells you it’s going to be a butterfly.”**



# College Forms



- Activity Form 1
- College Admission/Essay Writing Form 2
- Considering College Form 3
- College Visit Form 4
- Make extra copies of each Form**



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[www.mannersfirst.org](http://www.mannersfirst.org)

# My Activity Form-1

## Volunteer/ Service Learning Hours

Where: \_\_\_\_\_ Date: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_

Total Hrs: \_\_\_\_\_

### Volunteer/ Service Learning Hours

Where: \_\_\_\_\_ Date: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_

Total Hrs: \_\_\_\_\_

**Other Activities** e.g. band, sports, clubs, plays/theater etc...

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# The College Admission Essay Writing Form-2

(Use this form to write your college essay and share it with your references)

Words that describe me:

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Things my family and friends say I am good at:

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Three experiences that have shaped my life:

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Related awards and accomplishments:

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Important points to make in my essay:

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My strengths:

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My 3 favorite hobbies:

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Three people I can use for letters of recommendation (please ask the person first)

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Parent/guardian signature: \_\_\_\_\_

**“There is nothing in a caterpillar that tells you it’s going to be a butterfly.”**

# Considering College Form-3

## What are some of the things that I should consider?

(Before you fill this form out, please speak with your parents/guardians, family members, counselor/advisor, pastors or youth leaders, spiritual advisors, current successful students attending college, working alumnus, or retired).

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***"There is nothing in a caterpillar that tells you it's going to be a butterfly."***

# College Visit Form-4

(Use this form when you visit colleges/universities)  
Make extra copies.

Name of the college or university: \_\_\_\_\_ location: \_\_\_\_\_

College rank \_\_\_\_\_

Date of Visit: \_\_\_\_\_ Admission officer: \_\_\_\_\_ Contact # \_\_\_\_\_

**My Reasons** for wanting to attend this college/university?

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**My View** of the student population:

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**Academic:** Does the college have a rigorous curriculum? What makes the curriculum more rigorous than other schools?

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**Overall look of the campus:** the facilities, safety, dorms, library, internet system, student centers, meal plans, social activities, diversity, and hours of operation.

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**What is special about this college/university?**

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**What do you dislike about this college/university?**

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How would you rate this college? (On a scale 1 to 5, 5 being the highest). \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

If necessary, use the back of this page for your notes

*“There is nothing in a caterpillar that tells you it’s going to be a butterfly.”*

# Manners First Education Initiative

Online Resource Library

**Below Are Some Very Important Websites for You to Visit Often!**

- “Everyone was talking about going to college and I was like, “Oh, I can’t do that.”  
<http://youcango.collegeboard.org/>
- Tips to afford college go to <http://www.25tipstoaffordcollege.com/>
- List of available scholarships go to <http://mannersfirst.org/resources.php#Scholarships>
- College and Career resources <http://www.mannersfirst.org/college.php>

## What If...?

- [If-We-Treated-Teachers/Counselors-Like-Pro-Athletes](#)-YouTube Video
- [If We Idolized Teachers/Counselors Like Entertainers and Pro Athletes](#)-YouTube Video



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**mannersfirst.org**

## Rap and Hip-Hop Stars

80 artists and groups who have made Rap and Hip-Hop enduring music styles.



# Manners First Education Initiative

## We Are Thankful for Our Faithful Partners

### Back In Action Chiropractic

Back In Action Chiropractic is a fully-equipped Auto/Work Comp and Pain Rehabilitation Center offering state-of-the-art technology combined with a personal hands-on approach to care.

Contact: Dr. Brian Chandler- 302-322-3304



Lisa Broadbent-Diossi, Agency President  
302-731-0044



Contact Kevin Zeigler at 1-866-563-9023 for class rings, jewelry, yearbooks, and all your graduation needs



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[mannersfirst.org](http://mannersfirst.org)

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# Final Thoughts

## Final Thoughts

**Whatever you do, do it wholeheartedly...**

“If a [person] is called to be a street sweeper, he should sweep streets even as Michelangelo painted, or Beethoven composed music, or Shakespeare wrote poetry. He should sweep streets so



well that all the hosts of heaven and earth will pause to say, here lived a great street sweeper who did his job well.” **Martin Luther King, Jr.**

**"I Care and I Am Willing to Serve" by Marian Wright Edelman**

Lord I cannot preach like Martin Luther King, Jr.,  
or turn a poetic phrase like Maya Angelou  
*but I care and am willing to serve.*

I do not have Fred Shuttlesworth's and Harriet  
Tubman's courage or Franklin and Eleanor Roosevelt's political skills  
*but I care and am willing to serve.*

I cannot sing like Fannie Lou Hamer  
or organize like Ella Baker and Bayard Rustin  
*but I care and am willing to serve.*

I am not holy like Archbishop Tutu,  
forgiving like Mandela, or disciplined like Gandhi  
*but I care and am willing to serve.*

I am not brilliant like Dr. W.E.B. Du Bois or  
Elizabeth Cady Stanton, or as eloquent as  
Sojourner Truth and Booker T. Washington  
*but I care and am willing to serve.*

I have not Mother Teresa's saintliness,  
Dorothy Day's love or Cesar Chavez's  
gentle tough spirit  
*but I care and am willing to serve.*  
God it is not as easy as it used to be  
to frame an issue and forge a solution  
*but I care and am willing to serve.*

My mind and body are not so swift as in youth  
and my energy comes in spurts  
*but I care and am willing to serve.*  
I'm so young  
nobody will listen  
I'm not sure what to say or do  
*but I care and am willing to serve.*  
I can't see or hear well  
speak good English, stutter sometimes, am afraid of criticism  
and get real scared standing up before others  
*but I care and am willing to serve.*

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## **Contact**

**Website: [www.mannersfirst.org](http://www.mannersfirst.org)**

**Email: [cwashington@mannersfirst.org](mailto:cwashington@mannersfirst.org)**

**Phone: 302-333-1034**

**Mailing Address: 125 Rickey Blvd #1412.**

**Bear, DE 19701**

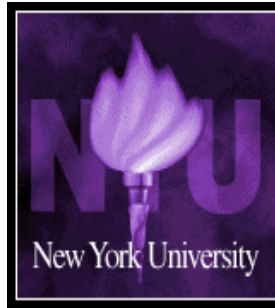
**Manners First Education Initiative is a 501(c)(3) nonprofit organization.**



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Please Share All Information with Your Parents/guardians.**

**“There is nothing in a caterpillar that tells you it’s going to be a butterfly.”**

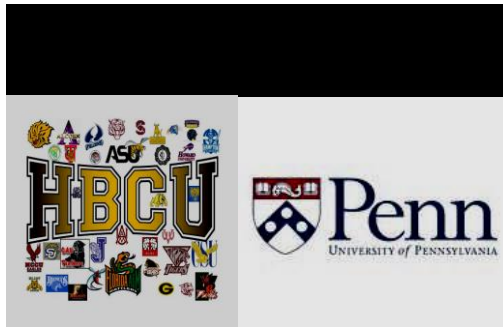
Dare to be first.  
UNIVERSITY OF DELAWARE



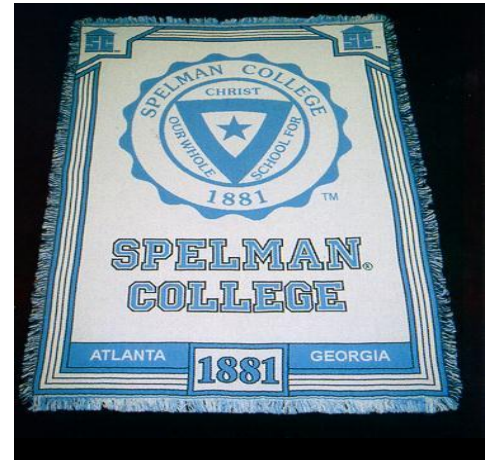
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MORGAN  
STATE UNIVERSITY



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