

The logo features the text "COLLEGE AND CAREER CREW" in a bold, black, sans-serif font. The word "COLLEGE" is on the top line, "AND" is in the middle, and "CAREER" and "CREW" are on the bottom line. Various icons are integrated into the text: a red graduation cap on the 'C' of "COLLEGE", a rolled-up diploma on the 'E', a white chef's hat on the 'C' of "CAREER", a red fire helmet on the 'A', and a white nurse's cap with a red cross on the 'R'.

**COLLEGE**  
AND  
**CAREER**  
CREW

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918-357-6302(3)



Destination Equity 2013

## **College and Career Crew Student Organization Information**

### **MISSION STATEMENT**

The mission of the College and Career Crew is to promote awareness of the benefits of a college education or career training to students from kindergarten through twelfth grade.

### **Membership Requirements:**

**This organization is open to ANY student. A sponsor may limit the number of members by using a first-come, first-serve rule, but since there is no expressed criteria, to exclude any student would be a violation of federal law.**

**A student can be removed from an event/field trip due to 1) behavior or misconduct 2) teacher objection 3) low academic performance**

**\*This does not mean that they are removed from the club☺**

### **To recruit:**

**Create a scrolling announcement inviting members to join.**

**Send out an email to the site staff requesting they announce to their students.**

**Provide flyers to be posted outside of classrooms or around the building.**

**Announce on the daily broadcast or on the intercom announcements.**



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# COLLEGE & CAREER CREW APPLICATION

Name: \_\_\_\_\_

Class of: \_\_\_\_\_

Student ID: \_\_\_\_\_

Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Text: (circle one) Yes No

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

\_\_\_\_\_ Zip Code: \_\_\_\_\_

Class Schedule:

	Class	Teacher	Room #
01			
02			
03			
04			
Lunch (circle one) 1 <sup>st</sup> 2 <sup>nd</sup>			
05			
06			

A student's involvement can be limited due to misconduct or poor academic performance.

T-Shirt Information:

Size: XL S M L XL XXL

## FOR OFFICE USE ONLY

Permission to Drive Form

T-Shirt Money: Cash Check #: \_\_\_\_\_



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# **Event Checklist:**

- 1. Did I receive permission from my site principal?**
- 2. Have I checked to see that all students have a permission slip to walk/ride/drive form on file to attend off campus event?**
- 3. Did I provide an excused list to the attendance office at least 24-48 hour in advance?**
- 4. Did I consider concerns/objections from classroom teachers?  
(Defer to their judgment in most cases, if there is a concern, take it to the principal. We do not have the authority to override a classroom teacher.)**
- 5. Did I send a reminder to participating students with start and end times and other relevant information?**
- 6. Did I confirm the event with the host site?**
- 6. Did I leave a note posted on my door and inform the office of my location and leave a cell or contact number with the office?**
- 7. Did I remind students to get their work in advance for the planned absence?**
- 8. Did I take in to consideration how much this student has been absent during selection?**
- 9. Did I plan and/or confirm with Transportation if a bus was necessary?**



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# Event Media Checklist (Requires Administrator's Approval)

Below are some suggestions on how to promote events at your site.

- Connect Ed Call
- Email Mike Vore to post on District Website and/or Union Facebook
- Email Christi Johnson to post on Union College and Career Center Facebook/Twitter
- Scrolling Announcements
- Broadcast Announcements
- Flyers/handouts (must be approved by Beverly Thummel if it exceeds more than 25)
- Email distribution list for parents and families
- Email Staff Reminder



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# Event Checklist for All Day:

Have you secured a date with the site principal and had them decide on a department to visit during the day?

Have you emailed a "Save the Date" to that department weeks in advance?

Have you emailed the department to allow them to know that the SMART board and Pd

Do you have the Master Schedule from the host site to assign students to each room?

Have you checked to see if classes are ELL/Spec. Ed/FOCUS or have alternate schedules?

Have you checked the lunch schedule? Secured a PO? Purchased drinks?

Have you received and copied a daily bell schedule?

Do you have sign-in sheets for attendance for the day of the event?

Do you have a room assignment chart filled out and index cards labeled with the student's name, room assignment, lunch, and planning period?

Are the packets/instructions/materials ready for each classroom and labeled with the teacher's name and room number?

Have you emailed attendance in advance?

Have you made arrangements with transportation if necessary? (918-357-7060 or 918-357-7027)



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**You can choose to have officers or not to have officers. Younger grades can consider a committee leadership approach and can involve staff.**

## **Officer Application**

### **Offices**

#### **Seniors**

President

Publicist

#### **Juniors**

Vice President

Activities Chair

#### **Sophomores**

Secretary

Student Service Chair

### **Requirements of Officers**

Each officer will...

- Represent Union in everything he or she does
- Attend 90% of all meetings
- Attend 90% of all officer meetings
- Attend at least three activities per semester
- Maintain a cumulative 2.5 GPA throughout the year
- Maintain good attendance and good disciplinary record

### **Recommended Involvement of Officers**

Each officer is recommended to...

- Dedicate a few hours each week to Crew duties
- Enroll as an office aide in the College and Career Center during one of his or her hours for the year in which he or she is serving in office

### **Important Dates**

April 17      Crew Meeting  
April 30      Officer Meeting with New Officers  
May 7        Officer Meeting with New Officers  
May 15      Crew End-of-the-Year Party  
June 9        ACT  
August 6-17   Officer Work Days  
August 20    First Day of School



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# OFFICER APPLICATION

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

Student ID: \_\_\_\_\_ Class of: \_\_\_\_\_ Weighted GPA: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: *Home* \_\_\_\_\_

*Cell* \_\_\_\_\_

Email Address: \_\_\_\_\_

**Applying for Position:** (circle one)

- |                |                       |
|----------------|-----------------------|
| President      | Publicist             |
| Vice President | Activities Chair      |
| Secretary      | Student Service Chair |

**Self-Evaluation**

Please type answers to these questions on a separate piece of paper and attach to this application. Feel free to attach any additional information or resume.

- What are your strengths? What are your weaknesses?
- What qualities do you have that will add to the success of the Crew?
- How do you work with a group? Are you comfortable speaking to large audiences?
- Why are you interested in serving as an officer this year?
- Would you have time in your schedule next year to be an office aide? How will being an office aide help you have time to accomplish Crew responsibilities?
- What other sports or extracurricular organizations are you involved in?
- Will you work outside of school next year? Where? How many hours per week?
- Will you take any AP, concurrent, or virtual courses next year?
- Why do you believe you should be selected over another candidate?



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# College and Career Crew Request

Site: \_\_\_\_\_ Today's Date: \_\_\_\_\_

## Project Contact:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Suggested Project Date: \_\_\_\_\_ Project Start Time: \_\_\_\_\_ Project End Time: \_\_\_\_\_

Number of students involved: \_\_\_\_\_ Location: \_\_\_\_\_ (room number)

Please describe your goal for having the CCC Crew conduct activities with your students:

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College and Career Crew Notes:

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Crew Sign Up Sheet

<b>1/20/2012-ALL DAY</b>		
Location: Intermediate High School		
Activities: Classroom		
Including:		
• Career Pictionary		
• Ball Toss		
Working with: Freshmen		
Working in: English classroom or Gym, etc.		
Date: Friday, Jan. 20		

Name	Graduation Year	Cell Phone #



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## College and Career Crew Introduction

Every presentation should begin with introductions where YOU the facilitator state:

My name is...

The best thing about high school is...

My plans after high school are...(college/career training/military/work)

When I grow up I want to be...

Every presentation ends with students answering the following questions in writing or verbally.

My name is...

The thing I look forward to in high school the most is...

After high school I want to...

When I grow up I want to be...

### Tips for Maintaining Class Control

- Instead of raising your voice to get the classes' attention...
  - Clap or tap in a pattern, for example, clap slowly twice and then clap fast three times. The other crew presenters join in and silently encourage the whole class to join in.
  - "If you hear my voice clap once; if you hear my voice clap twice."
  - Raise your hand and stand still until the students are quiet—most will raise their hands when they see you do it.
- Use proximity to your advantage...
  - One crew member instructs, while the other crew member (s) stand to the side or in the back.
  - Stand close to students who are not on task.
- Remember ...scolding doesn't work...keeping students engaged does!



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## College and Career Crew Talking Points-Fall 2012

### What does the College & Career Center do?

Follow us on Facebook (Union College/Careers or Twitter “ccunion” or text “follow ccunion” to 40404

**ACT:** Students should register for the ACT test online at [actstudent.org](http://actstudent.org), record the username and password they create for future use, and report their scores to Union using the code 370-475. In addition, students are encouraged to report their scores to four colleges. The ACT-No Writing (cost-\$35.00) is the recommended test in most cases.

Students on free or reduced lunch may take the ACT two times at no cost with waivers that are issued through College/Careers located in the Student Union. Students on free or reduced lunch are also eligible to register for one ACT preparation workshop without cost.

**TCC Concurrent Classes:** Tulsa Community College professors are teaching the courses on the Union High School campus. These classes count for high school and college credit. Students can take six credit hours per semester. Union Public Schools supplies the textbooks, and the only charge to participants is \$12.75. Students need a 19 on their ACT composite and a 19 in the subject area (except for College Algebra which requires a 21 in Math). Sign up for Spring semester begins October 22<sup>nd</sup>.



**Community Service & Distinguished Graduate:** To recognize outstanding academic achievement and service to school and community, Union Public Schools has a “Distinguished Graduate” program for high school students. Certain course requirements exist and 100 hours of community service are required. Community Service Recognition is a program to honor students who perform 200 or more hours of community service. Community Service Verification forms are available in the CCC. Students can begin volunteering at any time for either award!



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**OKCIS-**This is an online resource that allows students to research colleges/universities, scholarships, careers, and much more. You can visit [okcis.intocareers.org](http://okcis.intocareers.org) and use the following login:

lastnamefirstnamebirthday

9+student ID (no zeroes)

**Planning Guide (Blue Sheet):** Seniors can sign up to visit the CCC to have an individual planning session. Advisors will help students make a checklist of steps for their senior year to reach career and/or college goals.

**Applying to College:** The CCC will help students by providing information about applying to college (usually on-line) during the Fall semester of the senior year. Students should get transcripts from the Registrar's office in room 1112. Students using the Common Application or Send EDU need to list Mrs. Johnson as their counselor using her email address: [johnson.christi@unionps.org](mailto:johnson.christi@unionps.org)

**Tulsa Achieves:** This program pays up to 100% of tuition and fees for a maximum of 63 college credit hours (2 years). Students must have a 2.0 GPA, be a legal resident, and graduate in Tulsa County.

**FAFSA-** <http://www.fafsa.ed.gov/> Free Application for Federal Student Aid

This becomes available on January 1<sup>st</sup>. Students and their families are encouraged to fill it out by March 1<sup>st</sup> to receive the maximum aid package. Tulsa Achieves and Oklahoma Promise both require a completed FAFSA for eligibility. ALL families, regardless of income, are encouraged to fill out a FAFSA to see what they might qualify for to assist in financing a college education.

**Career Planning:** Students interested in vocational and career programs should visit the CCC. Many programs accept the FAFSA. Explore career training options and your interests!

**Military Recruitment:** If you are interested in exploring the military, you can sign up in the CCC to visit with a recruiter. They can explain the different options.



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**Oklahoma Promise:** This program offers free tuition at Oklahoma colleges/universities for families with incomes below \$50,000 *at the time of application*. Families can sign up when the student is in the 8<sup>th</sup>, 9<sup>th</sup>, or 10<sup>th</sup> grade. Families' incomes can increase up to \$100,000 by the time of graduation. Students must be legal residents by graduation and be able to complete a FAFSA. Students must also take specific courses and maintain an overall and core GPA of 2.5



**University Visits:** Admissions counselors frequently visit the Union Collegiate Academy. Juniors and seniors are encouraged to sign up for these presentations. Students who have narrowed down their college choices are encouraged to make contact and develop relationships with admissions counselors.

**District Outreach:** You are the spokesmen for the College and Career Center! Encourage younger students to start thinking about their future now. Promote the concept of working hard in school to help reach goals in later life.

**College & Career Crew:** The mission of the College and Career Crew is to promote awareness of the benefits of a college education or career training to students from kindergarten through twelfth grade. This is a student-led, student-driven organization. There are no requirements to join, everyone is welcome!



If you were in Crew last year or want to join this year, please fill out a new contact sheet form during Rush Week!



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## Welcome to the Crew!

Our training and first meeting will be held on Tuesday, September 18<sup>th</sup> from 1:30-3:25. Please meet in the Grand Hall/Ballroom (room directly north of the College & Career Center).



If you are unable to attend due to a test, or Tech, or TCC class, we will have a make-up session.

NO PASSES WILL BE SENT, REPORT DIRECTLY FROM YOUR 4<sup>TH</sup> HOUR CLASS TO THE GRAND HALL/BALLROOM.

If you have any questions, please contact Mrs. Lowry at 918-357-6303.

## Training Agenda

Sign-in and snacks

Welcome (Video) and Mission Statement

Talking Points and Ball Toss

Stay Informed (Facebook/Twitter/Text)

Announcements

Officer Applications:

Due September 28<sup>th</sup>

E-mail a copy to Mrs. Lowry

[Lowry.ashlee@unionps.org](mailto:Lowry.ashlee@unionps.org)

Elections and First Meeting October 2<sup>nd</sup> (Lunch)

Balloon Juggle and Event Sign Up


8<sup>th</sup> Grade Activity Day



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<b>Friday October 5th 9:30-3:50</b>			
<b>8th Grade Center ALL DAY</b>			<b>Can you provide your own transportation?</b>
<b>Name</b>	<b>English Teacher</b>	<b>Cell #</b>	

# Goals

- 
1. To learn about careers
  2. To start imagining the future
  3. To have fun!



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