



## **Program Summary and Coach Application**

May 2017

## Overview

StuyPrep (or the “Program”) was founded in 2016 by the Stuyvesant High School Alumni Association (the “SHSAA”) to assist middle school students from underrepresented areas of New York City gain admission to Stuyvesant High School and the other specialized high schools of New York City. The Program is funded and operated by SHSAA, is entirely volunteer-driven, and is free for all students accepted into the Program.

This year, we will be working with a collection of schools that are predominantly in Brooklyn. We are seeking students who can be mentors and role models for the middle school students that participate in the Program.

## What is StuyPrep?

The SHSAA will be partnering with a test prep company to provide SHSAT prep services for middle school students selected to participate in the Program. The students will be selected from various schools in New York City based on school recommendations, scores on a diagnostic SHSAT exam, scores on state test exams, and attendance records.

There are two parts to this program. The core Program will meet weekly at location(s) convenient for the greatest number of students (likely somewhere in central Brooklyn). The Program will begin on Saturday, July 8 and the last week will be held on October 14, a week before the anticipated SHSAT exam.

It is expected that each weekly meeting will last approximately 3-4 hours, and will begin mid-morning and end early afternoon (e.g., something like 10:00am – 2:00pm).

JULY 2017							AUGUST 2017							SEPTEMBER 2017							OCTOBER 2017							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
						1			1	2	3	4	5						1	2		1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12		3	4	5	6	7	8	9	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19		10	11	12	13	14	15	16	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26		17	18	19	20	21	22	23	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					
30	31																											

STUYPREP CLASS
EXPECTED SHSAT EXAM DATE

For the second, and separate part of the program, we will be partnering with the New York Public Library for a program called StuyPrep at the NYPL. That part of the Program will involve weekly meetings at local public libraries, which will involve test preparation for students in the libraries’ local communities.

## How can I help?

We are accepting applications to be either an On-Site Coach, or a Library Coach. The On-Site Coaches will be working directly with the students selected for the core StuyPrep Program. Library Coaches will be working collaboratively with librarians from the New York Public Library, and will be assisting middle school students from the local community.

Involvement Type	Basic Description	Location	Time commitment
<b><i>On-Site Coach</i></b>	Provide mentorship, guidance, and tutoring to students in person at a middle school in New York City; you will be working with other Stuyvesant students/alumni and a test prep company	Middle school in New York City (exact location TBD but likely to be in Brooklyn)	Saturdays for 3-4 hours
<b><i>Library Coach</i></b>	Provide mentorship, guidance, and tutoring to students at a local public library; you will be working with a local librarian	Local NYC library	Saturdays for ~2 hours

For those interested in the Library Coach option, the following libraries will be running the StuyPrep at the NYPL program. We believe that the Library Coach option could be a very convenient way for you to be involved if you live in one of these communities.

1. Spuyten Duyvil – 650 W 235<sup>th</sup> Street, Bronx, NY
2. Westchester Square – 2521 Glebe Avenue, Bronx, NY
3. Grand Concourse – 155 E 173<sup>rd</sup> Street, Bronx, NY
4. Morris Park – 985 Morris Park Avenue, Bronx, NY
5. Hamilton Grange – 503 W 145<sup>th</sup> Street, New York, NY
6. Washington Heights – 1000 St. Nicholas Avenue, New York, NY
7. Columbus – 742 10<sup>th</sup> Avenue, New York, NY
8. 53<sup>rd</sup> Street – 18 W 53<sup>rd</sup> Street, New York, NY
9. Chatham Square – 33 East Broadway, New York, NY
10. West New Brighton – 976 Castleton Avenue, Staten Island, NY

Finally, for students that have applied to be On-Site Coaches or Library Coaches but are not accepted for these roles, we will consider you for the role of Remote Coach. Remote Coaches serve similar roles as the On-Site Coaches and Library Coaches, but the position requires much less time commitment. You would be assigned a student and be expected to check in periodically, and respond to requests for help / tutoring / guidance as such requests are made. You would accomplish this by having conversations by phone, e-mail, Skype, Facetime, or other medium as convenient for you and your student.

## What do I get?

The program offers you a unique way to make a very important impact on a person's life, and to share the gift of an excellent public education, which may otherwise be unavailable to that person. Also, it helps to self-remedy the perceived diversity issue at Stuyvesant, and demonstrates that we are a caring, inclusive community.

Aside from that however, we cannot imagine that any potential college would look unfavorably on your participation in the Program. We are happy to serve as references for you as you submit college applications or future internship applications. For exceptional students, we are happy to write more formal recommendation letters (two of our SHSAA directors involved in the Program are interviewers for their college alma maters, and the President of the alumni association has offered to write recommendation letters as well). For Library Coaches, someone from the NY Public Library will be happy to provide recommendation letters for responsible and motivated students.

Finally, for the greater amount of time commitment involved in being an On-Site coach, we will provide a \$10/week stipend to defray the costs of travel and the time commitment.

## Application Process

**Application deadline: May 28, 2017 at 11:59PM.**

All those interested must complete **all parts** of the application for consideration. Please use the following as a checklist.

- A1) Please indicate which type of coach you would like to be (On-Site or Library).
  - If you are applying to be a Library Coach, please indicate the library branch with which you'd like to work.
  - Please indicate whether, if you are not accepted to be an On-Site or Library Coach, you would like to be considered for the role of Remote Coach.
- A2) Photo and Biography Release Form (please have parent sign and either scan or send photo).
- A3) Personal Statement.
- A4) Acknowledgement of Responsibilities.

Please fill out this Google Form (<https://goo.gl/forms/ATaUHdBrZlGzchXX2>) to apply. You must be logged on to your stuy.edu email address.

## A2) StuyPrep Photo and Biography Release

Name of Child: \_\_\_\_\_

I consent to the use, by the Stuyvesant High School Alumni Association (the “SHSAA”), of my minor child’s name, biographical information, and any and all photographs or videos taken of my minor child during SHSAA’s StuyPrep program (the “Material”), for the benefit of the SHSAA. I release SHSAA from any expectation of confidentiality for my minor child and attest that I am the parent or legal guardian of the child listed below and that I have the legal authority to authorize SHSAA to use the Material. I acknowledge that since participation in SHSAA’s StuyPrep program is voluntary, there will be no payments made for the use of the Material. In consideration for the services provided to me through the StuyPrep program, I hereby release and forever discharge the SHSAA, and those acting on behalf of or at the direction of the SHSAA, from all claims, causes of action, and demands, which I, my minor child, or other persons acting on my behalf have or may have by reason of this authorization.

Name of Child Participant: \_\_\_\_\_  
*Please print clearly*

Name of Parent/Guardian: \_\_\_\_\_  
*Please print clearly*

Relationship to Child: \_\_\_\_\_  
*Please print clearly*

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

### **A3) StuyPrep Personal Statement**

Please write a personal statement providing background information about yourself (where you grew up, favorite subjects in school, hobbies, issues you are passionate about, future goals, etc.). Also, please explain what motivated you to apply to be a coach in StuyPrep.

### **A4) Acknowledgement of Responsibilities**

Please confirm that:

- (1) You understand the commitment you are making, and what that entails. You understand that you will be expected to conduct yourself in a courteous and professional manner. You understand that being an On-Site or Library Coach means you have a commitment to attend each week. In the event that you cannot attend a certain week, it is your responsibility to inform the appropriate people ahead of time. You understand that as a Remote Coach, you will be expected to respond to your student's questions and requests in a timely manner.
- (2) If you are aware of weeks you cannot attend the Program, please list them.
- (3) You understand that there will be a mandatory training session for the Program in late-June, and that you will be expected to attend.