



**Advisory Board (AB) Involvement Continuum Matrix  
(Part of a Comprehensive AB Growth and Engagement strategy)**

This Matrix contains a series of pre-scheduled activities and events with suggested timeframes based on grade levels of Academy students, in which AB members can participate. Laying out this Matrix well in advance of the actual date of the activities allows AB members to plan in advance, book the activity(ies) on their calendars, and coordinate their involvement with the Academy Director. The Matrix includes other activities at certain times of the school year to support the students’ current position in the Academy and needs. It also dovetails with activities and AB involvement included in the Internship and Curriculum Getting Started Guides. The Advisory Board Involvement Continuum Matrix should be introduced and used during an annual Strategic Planning meeting, typically during the August or early September timeframe. See the **Advisory Board News** article on *Strategic Planning* on the Collaboration Network for more information about running a Strategic Planning meeting.

Of course, not every activity needs to be implemented at the same time. This Matrix can be phased in over a year or two, allowing AB members to get comfortable with the various activities. But for new Academies (YOP included) as well as existing Academies with a long history of AB involvement, this Matrix should prove to be a good source to help encourage and schedule more AB involvement. If you have any questions about this Matrix, or about AB involvement in general, please contact Charlie Katz, Director of Advisory Board Development at [charlie@naf.org](mailto:charlie@naf.org) or at 646-761-0786.

<b>Timing of Activities</b>	<b>8<sup>th</sup> Grade</b>	<b>9<sup>th</sup> Grade</b>	<b>10<sup>th</sup> Grade</b>	<b>11<sup>th</sup> Grade</b>	<b>12<sup>th</sup> Grade</b>
Sept-Jan	1- Student recruitment presentations at feeder MS(s) <b>(E)</b>	1- Classroom speaking <b>(A)</b> 2- Mentoring freshmen w/AS <b>(G)</b>	1- Classroom speaking <b>(A)</b> 2- Mentoring sophomores w/AS <b>(G)</b>	1- Classroom speaking <b>(A)</b> 2- Mentoring juniors <b>(G)</b>	1- Classroom speaking <b>(B)</b> 2- Mentoring seniors <b>(H)</b>

Feb-August	1- Second student recruitment presentation at feeder MS(s) <b>(E)</b> 2- Pre-Academy student mentoring w/AS <b>(F)</b> during school year or during summer before 9 <sup>th</sup> grade	1- Classroom speaking <b>(A)</b> 2- Mentoring freshmen w/AS <b>(G)</b>	1- Classroom speaking <b>(A)</b> 2- Mentoring sophomores w/AS <b>(G)</b>	1- Classroom speaking <b>(A)</b> 2- Mentoring juniors <b>(G)</b>	1- Classroom speaking <b>(B)</b> 2- Mentoring seniors <b>(H)</b>
<b>People</b>	AD, GC, AS, P	AD, AT, AS	AD, AT, AS	AD, AT, AS	AD, AT, AS
<b>Special Events</b>		1- Job shadowing opportunity 2- Field "fam" trips outside of the classroom to a business setting (twice during school year) <b>(I)</b>	1- <i>National Groundhog Day</i> - Annually on or about February 2 <sup>nd</sup> – Job-shadowing opportunity. Another job-shadowing opportunity could also be planned for the end of the sophomore year 2- Field "fam" trips outside of classroom to a business setting <b>(I)</b>	1- <i>National Internship Preparation Conference</i> – April/May <b>(C)</b> 2- Post-internship Recognition Event – August/September 3- Field "fam" trips outside of classroom to a business setting <b>(I)</b>	1- <i>National College Preparation Conference</i> – September/October – <b>(D)</b> 2- Graduation Event – May/June 3- Field "fam" trips outside of classroom to a business setting <b>(I)</b>
<b>People</b>		AD, ABC, ABM	AD, ABC, ABM	AD, ABC, ABM	AD, ABC, ABM, GC, P
<b>Others involved</b>			America's Promise	Junior Achievement	College prep company College finance representatives Speakers

Abbreviations:

AB – Advisory Board

ABC – Advisory Board Chair

ABM – Advisory Board Member(s)

HS – High School

MS – Middle School(s)  
AD – Academy Director  
AT – Academy Teacher  
GC – Guidance Counselor  
AS – Academy Senior(s)  
P - Parents

**Notes (including estimated time required):**

**(A)** Classroom speaking in 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grades: (1 hour per semester)

Anecdotal information to support curriculum currently being taught (*rigor*,) and how the skills learned in the Curriculum are used in the workplace (*relevance*)

Instruction to support, enhance and complement Academy teacher pedagogy

Information about compensated internship after finishing 11<sup>th</sup> grade

Information about the importance of college, irrespective of career choice

Information about career opportunities in the related Academy field

**(B)** Classroom speaking in 12<sup>th</sup> grade: (1 hour per semester)

College and careers

Networking

Lifetime learning

NAF Alumni opportunities and responsibilities (include NAF Alumni registration)

**(C)** *National Internship Preparation Conference* (1/2 to 1 full day in Spring semester)

Series of presentations on 21<sup>st</sup> Century skills and other employability skills

Mock interviews and critique

Resume writing skills

Interview expectations and skills

Dressing for success

Comportment and behavior in the workplace, including language appropriateness

Self-assessment exercise and essay activity

What to expect in the workplace

**(D)** *National College Preparation Conference* (1/2 to 1 full day in Fall semester)

College application completion skills

Scholarship search

Financial aid application completion skills

Local college/universities presentations and information booths

Comparison of lifelong earning potential with and without college degree

How to select a “major”

Conversing with parents about leaving home for college

**(E)** Middle school student recruitment presentation (1-2 hours per year)

**(F)** Pre-Academy student mentoring (1 - 3 hours per semester) – ABM and AS talk regularly with pre-Academy students in 8<sup>th</sup> grade feeder middle schools to help them envision what the Academy is all about, and encourage them to join the Academy when they start 9<sup>th</sup> grade.

**(G)** Mentoring freshmen, sophomore and junior Academy students (1-2 hours per month). This could also include tutoring subjects which are troubling to the underclassmen.

**(H)** Mentoring Academy seniors (1-3 hours per month). This could also include tutoring subjects which are troubling for seniors and are needed for graduation.

**(I)** Field “fam” trips could be 2-4 hours, during the workday, so students can see firsthand how business people operate. A planned tour of multiple departments in a larger company, a “behind-the-scenes” tour of a retail establishment, a tour of a distribution company, or a public utility, all add to the experience of the student. Academy Directors should also consult with their AB members to get students invited to a “new employee orientation” meeting at the AB member’s company.