

# Outreach Coordinator



# Association for Teen-Age Diplomats

The Outreach Coordinator is an active member of the ATAD Board and is appointed by the President.

## **RESPONSIBILITIES:**

1. To maintain regular communication with the ATAD President.
2. To provide monthly written reports at ATAD Board meetings.
3. To assure that Gary Simon Memorial Scholarship Application materials are updated and distributed.
4. To assure that contact with Rochester City Schools and community groups regarding scholarship applications and recruitment activities is maintained.
5. To organize and lead a Pre-Selection Committee to determine the acceptance of students for the final scholarship interviews (see AO9).
6. To provide an orientation to the Excellence Scholarship interview panel immediately prior to the interviews (see AO9).
7. To keep the ATAD President, Americans Overseas VP, Program Chairs and Treasurer informed about the status of scholarship applicants.

## **TASKS:**

September:

- a) Reserve a site for the February Excellence Scholarship interview.

October:

- a) Assure that scholarship applications get distributed to Rochester City Schools.

December:

- a) Arrange for preliminary selection committee and interview committee for Excellence Scholarship.

January:

- a) Immediately after the Regional Interviews, obtain copies of all Excellence Scholarship applications and Regional Interview results from the Americans Overseas VP and distribute them to the preliminary selection committee.
- b) Receive semifinalist scholarship recommendations from the preliminary selection committee, send out letters to scholarship applicants, and send semifinalist applications to the interview committee **by 1/25**.

February:

- a) Hold scholarship interviews of semifinalists **on or about 2/1**. Provide interview panel with an orientation immediately prior to the interviews (see AO9).
- b) Inform the ATAD President, Americans Overseas VP, and Treasurer of Excellence Scholarship winner and runner-up **immediately after the interview**.
- c) Assure that a presentation is made by an Executive Committee Member at the school of the Excellence Scholarship winner **on or about 2/10**.
- d) Send letters to the rest of the scholarship semifinalists on the date the scholarship is awarded.
- e) Send thank you letters to scholarship interview committee members.