**Recommended Recruitment, Intake, and Enrollment Process**

**A Suggested Framework**

### Potential Recruitment Channels

#### 9th Grade Students

During the summer before 9th grade, students are invited to Fair Futures Orientation.

Supervisors use Fair Futures Online Platform to review data of incoming 9th graders.

Supervisor must meet with young person and speak to the Case Planner before assigning a Coach.

#### Examples of Other Priority Populations:

Youth who are disconnected or aging out, struggling students.

Fair Futures Staff or young people reach out to engage other young people (ideally engaging Credible Messengers).

If young person is interested in coaching, Supervisor starts intake process.

If young person is not interested, he/she remains on the “To Engage” list.

Appropriate staff continues to reach out.

### Intake & Enrollment

**Supervisor reaches out to Case Planner** to learn more about the young person.

Supervisor schedules initial meeting with young person.

Case Planner should also attend the meeting (if they have a positive relationship with the young person).

Supervisor and young person meet. The purpose is to get to know the young person, provide program overview, answer questions, make them feel comfortable and welcome.

If youth is not interested in coaching, he/she remains on “To Engage” list.

Youth Outreach Coach or Credible Messenger continues to contact young person.

If young person expresses interest in coaching, Supervisor assigns Coach via online platform. Youth is officially enrolled!

If young person expresses interest in a specific service, Supervisor connects them to appropriate Specialist/staff.

Specialist provides service and encourages young person to participate in coaching.

If young person becomes interested in being coached, SUPervisor IS NOTIFIED.

Coach schedules a face to face meeting with young person in a place where the youth is comfortable.

Coach and young person meet and get to know each other.