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 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

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

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

Coach is alerted of new enrollment via Alerts section of online platform
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