

CART Recruiting Designation of Responsibilities

CART	Home School	District
<p>Staff</p> <ul style="list-style-type: none"> • Communicate with home school contact person confirming dates and times with contact person • Visit home schools to carry out mobile exhibit, classroom visits, parent meetings and follow-up visits • Coordinate CART students to visit during recruitment events • Generate a list of interested students • Contact parents of students with applications without parent signatures • Provide scheduling once the student has been accepted to CART and confirmed placement • Input schedule into Power School • Provide informational meeting and tours of CART • Provide CART Parent Night dates at CART and coordinate event • Host Parent Information Meetings at home schools • Provide permission slips and transportation for “Bring a Friend” day • Invite home school staff, students, and parents to CART Showcases <p>Recruitment Committee</p> <ul style="list-style-type: none"> • Create printed materials for CART Counselor Kickoff • Provide CART Recruitment Planner and CART Recruitment final schedule • Confirm visitation dates • Provide announcement templates to home school for upcoming CART events • Provide recruitment materials and video <p>Administration</p> <ul style="list-style-type: none"> • Coordinate with districts for transportation needs related to CART campus recruiting events • Revisit schedule and transportation 	<p>Counselors</p> <ul style="list-style-type: none"> • Attend CART Counselor Kickoff • As a counseling team complete and return the <u>CART Recruitment Planner</u> • Identify a contact person who can communicate with CART representative <p>Contact Person</p> <ul style="list-style-type: none"> • Submit announcements to inform students of CART events on home school campus • Provide CART recruiters access to students for classroom visits, mobile exhibit, and follow up visits • Provide an appropriate place and equipment for CART visits to the home school • Provide CART recruiters with schedule for classroom visits • Distribute CART applications to interested students, generate student transcripts, and submit applications to CART • Determine dates for field trips to CART, arrange transportation, and distribute and collect permission slips • Coordinate with CART regarding bus transportation for student participating in field trips to CART • Provide feedback about recruitment process <p>Teachers</p> <ul style="list-style-type: none"> • Allow CART representatives to visit classrooms for recruitment purposes <p>Principals</p> <ul style="list-style-type: none"> • Help in naming a contact person from your campus. • Allow contact person time to communicate with CART representative about recruitment dates and opportunities 	<p>Superintendent (or designee)</p> <ul style="list-style-type: none"> • Provide encouragement for all counselors to attend CART Counselor Kickoff • Provide speaker for CART Counselor Kickoff • Provide bus transportation for one CART campus visitation per high school