

CHS Academic Boosters SAT, ACT, PSAT Coordinator Job Responsibilities

Academic Boosters' partner with Ames Seminars to offer the practice SAT, PSAT classes and college information night. The flyers are distributed in the registration packet and we also use the Counseling department to publicize the events via email and the CHS web site.

Near the event, it is prudent to make sure the rooms are reserved on Joy's calendar, so you don't have any surprises on the day of the test or classes!!

Practice SAT

We generally do two practice SATs per school year. One in the fall and one in the spring. The spring test is not as well attended so you'll have to decide whether to do it or not.

The following are the steps to take:

1. Decide on a date for the test in early September. Ames should be able to tell you the date of the real SAT in October. Pick a Saturday so that you are allowing at least 2 weeks before the real test, this will allow the students to receive their scores back from the Ames practice test.
2. Decide on a date for the test in early September. Ames should be able to tell you the date of the real SAT in October. Pick a Saturday so that you are allowing at least 2 weeks before the real test, this will allow the students to receive their scores back from the Ames practice test.
3. Confirm with Joy Brahmst that the Commons is available for the day of the test.
4. Complete a "Request for Facilities" form and submit it to the front office.
5. Ames will create a flyer for your approval. Make sure the date, time & room number are correct on the flyer.

Practice ACT

PSAT Classes

The Academic Boosters' involvement in the PSAT classes is minimal, but this is the real money maker!! We help them with reserving the facilities and advertising the classes.

The following are the steps to take:

1. Ames will let you know the dates for the classes. There is one class per week starting in the fall. For the final class in January we usually try and reserve the theatre or other large venue, because the final class/meeting is attended by the students and parents to analyze the results from the PSAT that the students take in November of their sophomore year. The real PSAT is taken by the juniors.
2. Confirm with Joy Brahmst that the room(s) is available for the days of the classes.
3. Complete a "Request for Facilities" form and submit it to the front office.

4. Ames will create a flyer for your approval. Make sure the date, time & room number are correct on the flyer.

College Night

Bill Ames will come and host a College Information night for the parents and students. He provides oodles of information regarding requirements for the colleges, tests, financial information etc... It is very helpful for all the (freshman, sophomore, junior and senior) parents and students. He is a very good speaker and the event is well attended. There is no charge for this event and so no money is raised for the Boosters -- but I believe it provides a much needed service.

We provide the theatre or other large room. This event is mainly publicized by Mary Church with flyers, CHS web site, and by sending emails to parents and students.