

**AdviseAZ High School & Community Site**

**Request for Proposals**

# Timeline

Request for Proposals Available: May 20, 2019

Application Deadline: August 1, 2019

Initial High School Partnerships Announced: August 10, 2019

Adviser Candidate Interviews: Summer 2019

Program Begins: September 2019

Tentative Adviser Training (Required): September2019\*

Adviser reports to High School Placement: September2019\*

Program Ends: August 2022\*

*\*Dependent on academic school calendar*

# Program Context, History and Need

Earn to Learn is a revolutionary “savings to scholarship” program that empowers low- to moderate-income students in Arizona to successfully complete college through matched-savings scholarships, financial capability education, and success coaching. Eligible students who complete the personal finance training program and establish a habit of savings by making a minimum of six consecutive deposits totaling $500 in an Earn to Learn matched savings account can receive an 8:1 match on their savings, up to $4,000 per academic year. These funds can be applied to tuition and tuition-related costs at Arizona State University, Northern Arizona University, or the University of Arizona.

Arizona College Access Network (AzCAN) is a community of college access professionals dedicated to postsecondary success for all Arizonans, especially low-income and first-generation students. Our vision is that every Arizona student has the knowledge and resources necessary to successfully attain a postsecondary education in order to succeed in life and contribute to the Arizona economy. AzCAN members include nonprofits, high school staff, college outreach programs, funders, government agencies, and business leaders, all of whom are committed to closing the education attainment gap in our state.

In Arizona, the student-to-counselor ratio is 905:1 and high schools have inadequate capacity to provide one-to-one college advising. High school students need support navigating the complex process of college admissions and financial aid. We believe that well-trained school counselors are poised to be the best method of ensuring students access to postsecondary education. Where school counselors are overstretched, college advisers are able to serve as a capacity builder and a support in partnership with the high school counseling staff.

# The Model

The AdviseAZ program will embed well-trained, dedicated, near-peer college advisers in high schools and community sites that serve significant numbers of low-income and first-generation college-going students. The goal of the program is to increase the number of high school students who enter and complete postsecondary education. The advisers are current college students or recent college graduates. After an intensive training, advisers are poised to help students navigate the complex college exploration process, retake college admissions tests, apply to colleges that are a good match/fit, complete the FAFSA, secure financial aid, and matriculate to college. These game-changing advisers serve as experts, mentors, and guides to the students they serve in partnership with school counselor(s), educators and community partners.

Earn to Learn and AzCAN will administer the program by employing and training the advisers. Successful applicant high schools, a local community partner or other entity must provide a cash match for each adviser.

# Partnership Expectations

Earn to Learn and AzCAN are seeking responses from high school leadership (administrators and school counselors) and community partner leadership who are committed to supporting a dedicated, part-time, college adviser and dramatically raising their college-going rates through a systematic team approach. Interested partners are asked to complete the application below and submit via email to rdewyer-murphy@collegesuccessarizona.org, provide several assurances and attach a minimum of one letter of support (described below). By completing the application, partners commit to participating in the program for a minimum of three academic years (2019-20, 2020-21, and 2021-22) and providing the required cost share. The funding expectation will increase over the first three years of the program.

Annual cost share requirement\*:

|  |  |
| --- | --- |
| Year 1 | $3,000 |
| Year 2 | $4,500 |
| Year 3 | $6,000 |

\*Cost share requirement is waived for participating College Knowing & Going high schools

These funds can be provided by district and non-district sources, including but not limited to: a community foundation, an intermediate school district, a United Way, a family foundation, a corporation/business, a local government, or any combination. If you need assistance locating cost share or drafting a funding request, AzCAN can provide support.

# Award Process

Partner sites will be selected through a competitive selection process. Final decisions regarding selection will be based on the information provided in your application, the buy-in as demonstrated by the letter(s) of support provided, and the level of need communicated in the proposal.

# For more information or to set up an application pre-review, contact Roxanne Dewyer, Director of Statewide Initiatives and AzCAN, at 602.687.7450 or via email at rdewyer-murphy@collegesuccessarizona.org.

  

**AdviseAZ RFP**

# PART 1 – APPLICANT INFORMATION

High School and/or Community Partner Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School District(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal/Director Name: Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Site Supervisor Role: Each school and/or community partner must identify an on-site staff member to provide supervision, guidance and support to the college adviser. This person will approve timesheets and serve as the primary point of contact between the AdviseAZ program staff and the site.*

Assigned Site Supervisor: Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor Main Phone Number:

Site Supervisor Email:

High School and/or Community Partner Information:

Street Address: \_\_\_

City: Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Main Phone:

Principal/Director Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Data\* *(first three data points from* <http://www.ade.az.gov/EDD/> *and click on school report*)

\*Required for High Schools

Estimated Senior Class size:

Title 1 Status:

Four-Year Graduation Rate:

2015-16 Postsecondary Enrollment Rate (12-month %)

Student-to-Counselor Ratio (e.g. 200:1)

# of School Counselors (e.g. 1 FTE or 2.5 FTE)

Joint Applications:

Schools with small senior class size are encouraged to apply alongside a second school of equal or smaller class size and/or community partner that is geographically close so that they can share a single adviser. No more than two entities can share an adviser.

Is this a joint application? Yes/No

If yes, please enter the second applicant school’s or community partner’s information below:

High School and/or Community Partner Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Principal/Director Name: Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Site Supervisor Role: Each school and/or community partner must identify an on-site staff member to provide supervision, guidance and support to the college adviser. This person will approve timesheets and serve as the primary point of contact between the AdviseAZ program staff and the site.*

Assigned Site Supervisor: Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor Main Phone Number:

Site Supervisor Email:

High School/ Community Partner Information:

Street Address: \_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Main Phone:

Principal/Director Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

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**PART 2 – PROPOSAL CONTENT**

Please include the following:

1. Describe your high school’s or community organization’s need for a dedicated college adviser(s) including any gaps in your current staffing. Please include the number of college advisers you are requesting.
2. *Counseling Department/Community Partner Organization Structure:*
   1. What is the staffing structure of your student support services, inclusive of the school counseling department and any college access programming?
   2. AdviseAZ is proud to be an AmeriCorps program. Do you have any other AmeriCorps members serving in your school? If so, what is the name of this AmeriCorps program and what is their role in the building?
   3. Do you currently have, or have you had in the past, an AmeriCorps member serving in your building?
3. Describe your high school’s or community organization’s current college access programming.
4. What goals does your site want to achieve by bringing an AdviseAZ Adviser in the building? *A specific, bulleted list of goals is recommended here.*
5. Site Supervisor Role: Your high school or community organization must appoint a site supervisor to serve as the college adviser’s mentor and primary contact point of contact for the AdviseAZ program staff. Site supervisor responsibilities include: providing site orientation to the adviser, supervising and supporting adviser’s day-to-day activities, approving weekly timesheets, and evaluating adviser’s performance. Please indicate the staff member and their title you are designating as the site supervisor.
6. As a partner, you will be asked to agree to participate in the program for 3 years from 2019- 2022. This includes providing an increasing annual cost share from 2019-2022 of $3,000, $4,500, and $6,000, respectively. Please state your commitment to participate in the program for 3 years and provide the required match. (Cost share requirement is waived for participating College Knowing & Going high schools)
7. Please check the boxes below indicating your agreement to do the following:

* Provide the college adviser dedicated and appropriate office space including a personal desk space, computer with internet access, a phone, and access to a printer by the end of September 2019
* Provide the college adviser with access to your student information system, minimally including student schedules, student contact information, student demographic information, student standardized test scores and student academic performance history
* Provide the college adviser with a school/organization orientation in September prior to the first day of the academic school year
* Provide support in the form of a site supervisor and ensure that person will have the necessary time to fulfill that role including mentoring the college adviser, quarterly conference calls with the program staff, and site visit participation
* Send designated site supervisor to a half-day program orientation in September
* Assist in the selection of the college adviser by participating in regionally located interviews
* Work collaboratively with Earn to Learn and AzCAN to communicate and address any problems that may arise
* Maintain counseling staffing- reductions in counseling staff are an immediate violation of terms of the program and will result in removal of the adviser
* Provide cost share funding by September 16 of each program year
* Join AzCAN as an organizational member <https://csaportal.secure.force.com/azcan/azcanBecomeAMember>
* Agree to participation in Arizona’s statewide initiatives: College Application Campaign, College Goal FAFSA and FAFSA Finish Line

# PART 3 – REQUIRED ATTACHMENTS

# Include a letter of commitment to the program from the high school principal/community organization leader and site supervisor articulating their vision for creating a college-going high school and moving the needle on college enrollment in their community.

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# PART 4 – OPTIONAL ATTACHMENTS

1. Letter of support from Superintendent or Community Partner

# PART 5 – PROPOSAL SUBMISSION

**Submit Application on or before August 1, 2019 to**

**rdewyer-murphy@collegesuccessarizona.org**