



BACK TO SCHOOL STAY IN SCHOOL

NAACP EDUCATION DEPARTMENT

Rekindling the Fire for Excellence in Education

**NAACP BACK TO SCHOOL/
STAY IN SCHOOL
PROCEDURAL MANUAL**

Alexandra Dugger
National Coordinator
NAACP Back to School/
Stay in School Program

NAACP Back to School/Stay in School Table of Contents

Pages 3	-NAACP BTS/SIS Program Calendar
Pages 4-10	-BTS/SIS Program Sites
Page 11	-BTS/SIS History
Pages 12-14	-BTS/SIS Program Components
Page 15	-BTS/SIS Recognition Ceremonies
Page 16	-BTS/SIS Implementation
Page 17	-BTS/SIS Proposal Guidelines
Pages 18-19	-BTS/SIS Branch Registration Form
Pages 20-21	-BTS/SIS Local Coordinator, Teacher & Tutor Qualifications
Page 22	-BTS/SIS Orientation
Page 23	-BTS/SIS Student Registration Requirements
Page 24	-BTS/SIS Student Referral Form
Page 25	-BTS/SIS Parental Consent Form
Page 26	-BTS/SIS Measurable Outcomes
Page 27	-BTS/SIS Program Goals
Page 28	-BTS/SIS Accounting and Reporting Funds
Pages 29-31	-BTS/SIS Partnership Suggestions
Pages 32-34	-BTS/SIS Quarterly Report Form
Pages 35-36	-Back To School Rally Form
Pages 37-43	-BTS/SIS Surveys (Grade 1-12)

NAACP Back to School/Stay in School Program Calendar

Back to School Rallies	August
Coordinator Site Visits	August-October
Student Registration	September
BTS/SIS Coordinator Training	October
Academic Enrichment Program	October-July
1 st Quarter	October-December
Module 1 (Reading)	
Module 2 (Math)	
Module 3 (Social Skills)	
2 nd Quarter	January-March
Module 1 (Reading)	
Module 2 (Math)	
Module 3 (Social Skills)	
3 rd Quarter	April-May
Module 1 (Reading)	
Module 2 (Math)	
Module 3 (Culture)	
4 th Quarter	June-July
Module 3 (Social Skills)	
Module 4 (Culture)	
No Class	*Thanksgiving Break *Christmas Break *Martin Luther King Day *Spring Break July 4 th -Holiday NAACP Convention
Recognition Ceremonies	All ceremonies held on or before July 25
Coordinator Quarterly Reports Due	December 30th March 30th May 30th July 30th

*(According to school calendar)

NAACP Back to School/Stay in School Program Sites

ARKANSAS

1. Mr. Roy Hancock
St. Francis County Branch
P.O. Box 1341
Forrest City, AR 72336
870-633-5790
2. Ms. Betty Phillips
North Little Rock Branch
801 E. 14th Street
North Little Rock, AK 72114
501-372-1594

ARIZONA

3. Mr. Wilbert Nelson
Maricopa County Branch
1818 S. 16th Street
Phoenix, AZ 85034
602-252-4064

CALIFORNIA

4. Ms. Naomi Rainey
Long Beach Branch
P.O. Box 1594
Long Beach, CA 90801
562-856-7586
5. Ms. Latricia Mitchell
Los Angeles Branch
3910 W. Martin Luther King Blvd, Suite 202
Los Angeles, CA 90008
323-296-2630
6. Mr. Ken Cooper
Sacramento Branch
P.O. Box 188231
Sacramento, CA 95818
916-447-8629
7. Ms. Linda Vu
San Jose Branch
P.O. Box 1345
San Jose, CA 95109
408-295-3394

NAACP Back to School/Stay in School Program Sites

8. Ms. Regina Mason
Monterey Peninsula Branch
P.O. Box 782
Seaside, CA 93955
831-394-3727

CONNECTICUT

9. Ms. Roxanne Aaron-Selph
Middlesex County Branch
282 Main Street Extension
P.O. Box 378
Middletown, CT 06457
860-635-3825

DISTRICT OF COLUMBIA

10. Ms. Lorraine Miller
Washington, DC Branch
1000 U Street NW #100
Washington, DC 20001
202-667-1700

FLORIDA

11. Ms. LaVerne C. Franklin
Collier County Branch
P.O. Box 990727
Naples, FL 34116
239-455-2886
12. Ms. Brenda Jordan
Hillsborough County Branch
P.O. Box 4266
Tampa, FL 33677
813-234-8683

GEORGIA

13. Rev. John Stewart
Gwinnett County Branch
4002 Hwy. 78 Suite 530-196
Snellville, GA 30039
770-972-9722

NAACP Back to School/Stay in School Program Sites

IDAHO

14. Mr. John Crosby/ Mr. Carmel Walther
Treasure Valley Branch
12168 West Longfellow Drive
Boise, ID 83709
208-599-4075

15. Mr. Michael Pettaway
Pocatello Branch
P.O. Box #4192
Pocatello, ID 83205
208-232-1445

ILLINOIS

16. Mr. Andy Hightower/ Ms. Joanne Shepard
Alton Branch
P.O. Box 1216
Alton, IL 62002
618-465-1621

17. Mr. Rod Wilson
Chicago Westside Branch
1140 N. Lamon Street
Chicago, IL 60651
773-826-4311

18. Ms. Linda Dillon
Springfield Branch
883 Roanoke Drive
Springfield, IL 62702
217-698-6339

INDIANA

19. Ms. Marna German
Madison County Branch
1015 W. 15th Street
Anderson, IN 46016
765-643-9100

20. Ms. Mary Aaron
Hammond Branch
P.O. Box 376
Hammond, IN 46320
219-887-7428

NAACP Back to School/Stay in School Program Sites

MARYLAND

21. Dr. Rhonda Jones
Howard County Branch
P.O. Box 622
Columbia, MD 21045
301-483-8770

MINNESOTA

22. Ms. Willie Sigers
St. Cloud Branch
700 West St. German Street
St. Cloud, MN 56301
320-654-6222

MISSISSIPPI

23. Mr. L.A. Warren
Jackson-Hinds Youth Council
P.O. Box 394
Jackson, MS 39205
601-987-9498
24. Ms. Carolyne Momon Hardy
Leake County Branch
3830 Highway 35
South Carthage, MS 39051
601-267-9639
25. Dr. Johnnie Rasberry
Clay County Branch
P.O. Box 123
West Point, MS 39773
662-494-7632

MISSOURI

26. Ms. Martha McCrary
Columbia Branch
211 Park DeVille Drive
Columbia, MO 65203
573-445-3231
27. Rev. Mary Williams
Mar-Saline Branch
P.O. Box 435
Marshall, MO 65340
660-886-5965

NAACP Back to School/Stay in School Program Sites

NEVADA

28. Mr. Lonnie Feemster/Gloria Bennett-Jackson
Reno-Sparks Branch
P.O. Box 7757
Reno, NV 89510
775-425-3831

NEW YORK

29. Ms. Georgia Verdier
Elmira/Corning Branch
P.O. Box 698
Elmira, NY 14902
607-962-8398

NORTH CAROLINA

30. Ms. Price
Durham Branch
P.O. Box 3312
Durham, NC 27702
919-688-7394
31. Mr. Christopher "Skip" McCall
Statesville Branch
P.O. Box 1746
Statesville, NC 28687
704-876-3131

OHIO

32. Ms. Noel Williams
Columbus Branch
233 South High Street, Suite 207
Columbus, OH 43215
614-464-1108
33. Ms. Barbara Mack
Dayton Youth Council
1528 W. Dr. Martin Luther King Jr. Way
Middletown, OH 45044
513-425-9707
34. Ms. Rita Jackson
Licking County Branch
P.O. Box 4773
Newark, OH 43055
740-345-6400

NAACP Back to School/Stay in School Program Sites

TENNESSEE

35. Mr. Eddie Homes
Chattanooga Hamilton County Branch
601 East M.L. King Blvd.
P.O. Box 3226
Chattanooga, TN 37404
423-267-5637
36. Mr. Thomas Graham
Johnson City/Washington County Branch
P.O. Box 1878
Johnson City, TN 37605
423-956-0331

TEXAS

37. Mr. Nelson Linder
Austin Branch
1704 East 12th Street
Austin, TX 78702
512-476-6230
38. Rev. Carnell Ward
Barbara Jordan Beeville Youth Council
3568 Hwy 202
P.O. Box 1239
Beeville, TX 78104
361-358-3400
39. Ms. Subrena Hurd
Garland Branch
P.O. Box 460944
Garland, TX 75046
972-381-5044

UTAH

40. Ms. Jeanetta Williams
Salt Lake City Branch
P.O. Box 25414
Salt Lake City, UT 84125
801-250-5088

NAACP Back to School/Stay in School Program Sites

WASHINGTON

41. Mr. Ray C. Rogers
Bremerton Branch
P.O. Box 1204
Bremerton, WA 98337
360-405-1450

WISCONSIN

42. Ms. Jerry Hamilton
Milwaukee Branch
2745 North Dr. Martin Luther King Drive
Milwaukee, WI 53212
414-562-1000

NAACP Back to School/Stay in School History

In 1984, the NAACP launched the Back to School/Stay in School Program (BTS/SIS) based on a single premise: You can't teach children if they're not in school. The program was designed to ultimately reduce the high school dropout rate and to provide all youth with equal educational opportunities.

In 1987, the NAACP New Jersey State Conference called for all branches to acknowledge these and other issues facing our youth by passing the BTS/SIS program resolution. The resolution passed at the 89th Annual NAACP Convention states:

Be it finally resolved, that all units will implement a NAACP Back to School/Stay in School Program, advancing more students to high school completions.

The National Board of Directors approved the design and implementation of the program. Any NAACP branch may implement the BTS/SIS program through their education committee. Since then, many branches have begun to administer the program and are committed to promoting the retention and graduation of all youth.

BTS/SIS is a program designed to assist students in grades K-12 with the academic and social supports required to complete high school. The program aims to improve student achievement by reducing absenteeism and the dropout rate, providing a higher level of cultural awareness, and increasing parental involvement. The program also works to improve overall perceptions about public schools in order to develop pride and confidence within students about their schools.

The theme of the program is Reaching Educational Achievement by Completing High School (REACH). The theme reminds young people that they must reach for their goals and that the completion of high school is only the first step toward their goals. The theme does not however only pertain to young people. Community members must also learn to "reach out" to young people to provide them with assistance and guidance. With the help of family members, teachers and community members, the BTS/SIS program aims to keep young people on a pathway for success.

NAACP Back to School/Stay in School Program Components

Program Design

The BTS/SIS program consists of four main components, (1) the Annual Back to School Rallies encourage communities to join their local NAACP branch in motivating students going back to school, (2) Academic Enrichment Programs provide students with extra academic support, (3) Parent/Family Workshops work to improve parents' involvement in their child's education as well as improve their own abilities, and (4) the Reducing Absenteeism, Truancy and Dropout Campaign incorporates the Academic Enrichment Programs to help students feel more comfortable attending school, thus improving their attendance.

BTS/SIS Components:

(1) Back to School Rallies

The Back to School Rallies are an essential part of the BTS/SIS program. The rallies launch the BTS/SIS program by serving as "pep rallies" to increase public awareness about the start of the upcoming school year. The rallies are held in August and incorporate parents, teachers, city officials, and community members to galvanize support for students to continue their education. All local businesses, libraries, schools, and community centers are invited to attend. The rallies create excitement within students about school and help promote a positive public school image. Essential steps to implementing effective Back to School Rallies are:

- Selecting a strong, popular, and capable Master or Mistress of ceremonies to host the event.
- Including a recognizable guest to speak at the event (celebrity, entertainer, athlete, city officials, etc.).
- Asking the mayor to give a welcome statement and present a proclamation to the NAACP in recognition of the BTS/SIS Rallies and the NAACP's "Partners in Education" Initiative. Partners in Education include those organizations that played a key role in planning and sponsoring the event (media, NEA, PTA, etc.).
- Recognizing schools in attendance by doing a roll call and highlighting student achievement from those schools.
- Using co-sponsorships and underwriters to minimize out-of-pocket expenses.
- Holding Back to School Rallies at a convenient location where all members of the community will feel comfortable attending. Make arrangements for transportation if possible (yellow bus, church bus, etc.).
- Having "give-a-ways" to promote the program.

NAACP Back to School/Stay in School Program Components (continued)

- Serving food and refreshments.
- Keeping scheduled events between 2-3 hours long.
- Having a representative of the press sit on the BTS/SIS Committee to provide input while planning the rallies.
- Inviting popular radio stations (those that students listen to) to co-sponsor the event and provide a DJ.
- Disseminating information about the event constantly up until the day of the event (flyers, television appearances, church announcements).
- Creating press releases (be conscious of deadlines and document format-include name, phone number and e-mail of BTS/SIS contact person).
- Developing a master contact list of all media outlets involved (education reporters, DJ's, editors, etc.).

(2) Academic Enrichment Programs

The Academic Enrichment Programs target students in low-income areas and offer additional assistance in academic problem areas. The programs operate from October to July and divide the program year into four quarters. Certified teachers facilitate the programs and tutors provide students with one-on-one support. The Academic Enrichment Programs will assist students in the following ways:

- Improve student-teacher relationships.
- Offer academic instruction from certified teachers.
- Provide students with one-on-one support from tutors.
- Incentives for academic improvement.
- Provide cultural awareness.

The program year is divided into four quarters with an emphasis on four education modules. *Module One* (Reading/Language Arts) reinforces phonetic awareness and basic reading comprehension among elementary school students. The emphasis for grades six through twelve is on reading comprehension and writing skills. *Module Two* (Mathematics) provides practice in mathematics computation of problems and practical application of mathematical concepts. *Module Three* (Social Skills and Character Education) introduces proper communication skills for parents/children and can be taught as a family module. *Module four* (Cultural Enrichment) focuses on cultural diversity and introduces young people to other cultures, languages, and fine arts. The Academic Enrichment Programs schedule is as follows:

NAACP Back to School/Stay in School Program Components (continued)

<u>QUARTER</u>	<u>MONTHS</u>	<u>MODULES</u>
One	Oct-Dec	One (Reading), Two (Math), Three (Social Skills)
Two	Jan-March	One (Reading), Two (Math), Three (Social Skills)
Three	April-May	One (Reading), Two (Math), Four (Culture)
Four	June-July	Three (Social Skills), Four (Culture)

(3) Reducing Absenteeism, Truancy and Dropout Campaign

The Reducing Absenteeism, Truancy and Dropout Campaign is the key component of the BTS/SIS program. The campaign will recognize improvements in student behavior and attendance. Combined with the one-on-one support and attention gained from attending the Academic Enrichment Programs, students will ultimately feel more comfortable in a regular classroom setting. The campaign addresses these issues by:

- Offering incentives to students who show significant improvements in attendance (i.e. skating parties, field trips to amusement parks, pizza parties etc.)
- Rewarding schools that have 90% attendance rates or higher
- Recognizing students with decreased behavioral referrals

(4) Parent/Family Workshops

The BTS/SIS program recognizes the importance of parental involvement and the need for Parent/Family Workshops. The workshops will help parents become more active in their child's education by providing guidance to parents who want to improve their own educational and technological skills. In turn, parents will learn how to become a more effective part of their child's education and how to positively influence their child's behavior. The Parent Family Workshops will assist parents by:

- Providing Parental Involvement Workshops
- Offering Academic Improvement Programs
- Providing opportunities to communicate with other parents in the community

NAACP Back to School/Stay in School Recognition Ceremonies

Recognition Ceremonies

Recognition ceremonies are to take place at the end of the BTS/SIS program to reward each student completing the program. The Recognition Ceremony will also highlight the achievement of outstanding students. Parents, family members and community members should be invited to the event. Recognition is the key to building self-confidence and in keeping students motivated to succeed. The guidelines for the event are as follows:

- Local media should be invited.
- Invite a guest speaker to address students as well as present awards.
- Should be held at the school that most students from the program attend (relationship with school should already be established if done as school assembly).

NAACP Back to School/Stay in School Implementation

Any NAACP branch may implement the BTS/SIS program by submitting a BTS/SIS Proposal (pg. 17) and completing the BTS/SIS Branch Registration Form (pgs. 18-19). Full BTS/SIS implementation information may be obtained by contacting the National Education Department or by visiting the BTS/SIS webpage at <http://www.naacp.org/youth/bts-sis/>. All BTS/SIS programs must be approved by the NAACP National Office.

The BTS/SIS program is executed through the branch education committee that should consist of the branch president, education chairperson, youth council president, and the BTS/SIS Local coordinator. The branch president appoints the BTS/SIS Local Coordinator. Branch BTS/SIS Committees for Youth and College units should consist of the same officers. Units are also encouraged to include members of local churches, schools, local media, and representatives from local advocacy/crisis intervention programs for youth on the BTS/SIS Committee. The BTS/SIS Committee is responsible for carrying out, but not limited to, the following duties:

- Promoting the program within the community through newsletters, articles, magazines, and other forms of media.
- Networking with local businesses and corporations to raise funds for program implementation.
- Overseeing the operation of local BTS/SIS programs by keeping programs in line with the guidelines set by the National Education Department.
- Developing a list of local agencies to refer youth and families to, if additional help is needed outside of the BTS/SIS program.
- Recommending local BTS/SIS site locations.

Funding for the BTS/SIS program is raised locally through the BTS/SIS Committee. Committee members are encouraged to seek grants, contributions and donations from local companies, organizations, government agencies, etc. For grant writing tips and sample proposal information please visit the *Non-Profit Guides* website at <http://www.npguides.org>.

National funding for the BTS/SIS program will be administered by the NAACP National Office. Once funding for the program is received, it will be redirected to local BTS/SIS program sites.

NAACP Back to School/Stay in School Proposal Guidelines

Information obtained from the NAACP Unit Financial and Bookkeeping Guide (pg. 17)

Grant Proposals and Requests for Approval by the National Office

- The procedures for obtaining NAACP National Office adoption for local programs that utilize restricted funds apply to the following NAACP programs:
 1. ACT-SO (formally adopted)
 2. Back to School/Stay in School (formally adopted)
 3. Scholarships (must be formally adopted)
 4. Other community based programs (must be formally adopted)
- The NAACP National Office must approve all grants for which the grantor will seek to claim a tax deduction for a charitable contribution **prior to NAACP Unit acceptance** (additional BTS/SIS accounting information may be found on pg. 26)
- A written proposal must be submitted to the NAACP National Office for approval. The proposal should include the following:
 1. Objectives and goals of the program (must include how the program will further the tax exempt purpose of the NAACP – ex. promotion of civil rights)
 2. Targeted beneficiaries of the program (ex. number of students, grade level, etc.)
 3. Program sponsor
 4. Period of program duration (ex. 1 full school year, 2 full school years, etc.)
 5. Method by which program is to be implemented (partnerships with schools, churches, where the program will be housed)
 6. Name, address and qualifications of individuals responsible for the implementation of the program
 7. Projected annual program expenditures (also total expenditures for non-recurring programs)
 8. Proposed additional program funding sources-must include proforma financial statements
 9. Individual responsible for preparing and filing required program reports
 10. Proposed liability safeguards (ex. background checks, staff training)

**NAACP Back to School/Stay in School
Branch Registration Form**

****PLEASE RETURN FORM TO THE NAACP NATIONAL EDUCATION DEPARTMENT,
4805 Mt. Hope Drive, Baltimore, MD 21215 or FAX to (410) 585-1329***

NAACP Branch: _____

Branch President: _____

Branch Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

BTS/SIS Coordinator: _____

BTS/SIS Site Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

BTS/SIS Committee Members:

Branch President: _____

Youth Council President: _____

Education Chairperson: _____

BTS/SIS Local Coordinator: _____

Additional Members: _____

Name of partners/affiliates with BTS/SIS (schools, churches, colleges, businesses, etc.):

NAACP Back to School/Stay in School Branch Registration Form (continued)

Briefly describe how your program will be funded: _____

Number of computers available to students: _____

Number of Students: _____ Males: _____ Females: _____

Number of Certified teachers: _____ Number of Volunteers: _____

What BTS/SIS program components will be offered to students? _____

What type of **state approved** curriculum will be administered to students (ex. on-line curriculum software, CDROM, textbook, etc.)?

What extra-curricular activities are students currently involved in? _____

How will incentives be earned and administered to students? _____

**Please attach a proposed Budget Plan outlining how funds allotted to the BTS/SIS program will be distributed.*

NAACP Back to School/Stay in School Local Coordinator and Tutor Qualifications

Local Coordinators Qualifications

1. College degree Detail oriented and experience in event planning
2. Organizational skills
3. Ability to travel
4. Must be a team player

The Local Coordinator position encompasses all BTS/SIS Committee responsibilities as well as the following:

1. Maintain regular contact with National BTS/SIS Coordinator (i.e. phone calls, quarterly reports, etc.)
2. Organize monthly BTS/SIS committee meetings
3. Monitor student achievement levels
4. Participate in conference calls
5. Manage volunteer time, including recruitment and supervision, task development and logistics
6. Maintain regular contact with students' schools
7. Distribute and collect student referral forms from school administrators
8. Identify one certified teacher per twenty students

Teacher Qualifications

In order to facilitate the Academic Enrichment Programs, the following qualifications must be met:

1. Must be a certified teacher
2. Must be willing to instruct on weekends where applicable
3. Provide assistance to tutors as well as students

NAACP Back to School/Stay in School Local Coordinator and Tutor Qualifications (continued)

Tutor Qualifications

In order to tutor/mentor students in the Academic Enrichment Programs, the following qualifications must be met:

1. Students tutoring grades K-6 must be in high school working towards their diploma or have already obtained it
2. Students tutoring grades 6-12 must have obtained their high school diploma and be working on a higher education degree
3. Tutors must be team players
4. Tutors must be willing to work on weekends where applicable

NAACP Back to School/Stay in School Orientation

The BTS/SIS Orientation will take place on the first day of BTS/SIS classes to help familiarize students with the program. Students will become acquainted with teachers and tutors as well as receive an overview of the program. (Parents should be invited to the BTS/SIS Orientation)

Please address the following topics:

1. History of the NAACP
2. History of the BTS/SIS Program
 - Resolution
 - Goals and Mission
3. Discuss how the BTS/SIS program functions
 - Times/Days
 - Room Locations
 - Class Schedule
 - BTS/SIS Components
 - Field Trips
 - BTS/SIS Sites
4. School Supplies
5. Teacher Expectations (developed on an individual basis)
6. Encourage students to share information with parents (if parents are not available to attend BTS/SIS Orientation)

NAACP Back to School/Stay in School Student Registration Requirements

Student Enrollment

Students must meet the following criteria to be enrolled in the BTS/SIS program:

1. Enrolled in a public school
2. Must be in grades K-12
3. Receive a referral from school administrator (i.e. principal, counselor, teacher)
4. Preference is given to students who live in low-income communities
5. Students previously expelled, suspended or who have dropped out should be given serious consideration

Student Registration

The Academic Enrichment programs should be held twice a week after school or on weekends. Local coordinators will determine the time and location of the programs in accordance with teacher/tutor availability. Local coordinators will also set registration times. Local coordinators should recruit members from the BTS/SIS committee and community volunteers to aid in the sign up process.

The Academic Enrichment Programs will begin the first week of October and end in July. Students are expected to complete all programs. Students must have the following materials at registration:

1. Complete Registration Form (signed by parent and student)
2. Most recent report card
3. Parent/Guardian must be present at registration
4. Recommendation Form

NAACP Back to School/Stay in School Student Referral Form

(FORM TO BE DISTRIBUTED BY BTS/SIS LOCAL COORDINATORS TO SCHOOL ADMINISTRATORS)

Back to School Stay in School Site Location _____

Student's Name _____
(Last) (First) (Middle initial)

Social Security Number: _____ - _____ - _____ Date of Birth: _____
(optional)

Home Address _____

City: _____ State: _____ Zip: _____

Home Telephone Number: _____

School Name: _____

School Address: _____

Grade: _____ Age: _____ Race: _____ Gender: _____
(optional)

Current grades in the following subjects: (Please submit report card)

Math _____ Science _____ English _____ History _____

Extra-Curricular Activities _____

Awards and Honors Received _____

Number of times absent from school in previous quarter: _____

Number of times suspended from school in previous quarter: _____ Expelled: _____

Reason for referral: _____

NAACP Back to School/Stay in School Parental Consent Form

*(FORM TO BE COMPLETED BY PARENT/LEGAL GUARDIAN AT REGISTRATION AND
RETURNED TO BTS/SIS LOCAL COORDINATOR)*

Parent's Name: _____

Name of child referred for the program: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Occupation: _____

Number of persons in your household: _____

Annual Household Income:

___ \$0-\$15,000 ___ \$15,000-\$25,000 ___ \$25,000-\$35,000 ___ \$35,000-\$50,000

___ \$50,000-above

Are you a member of the NAACP? _____

If yes, what Branch or Youth Council? _____

How did you hear about the program? _____

Reason for referral: _____

My child, _____, has my permission to
participate in the NAACP Back to School/Stay in School Program.

Participant's Signature: _____

Parent's Signature: _____

NAACP Back to School/Stay in School Measurable Outcomes

Evaluative tools are necessary to ensure that all participants receive quality program content and the appropriate methodology. Therefore, the Back to School/Stay in School Program (BTS/SIS) is evaluated on branch (local), regional, and national levels. Quarterly reports, which provide data about BTS/SIS participants and their accomplishments, are submitted by Local BTS/SIS Coordinators to Regional Directors. The reports are then forwarded to the National BTS/SIS Coordinator for review. The factors used to evaluate the program include: the effectiveness of program components, behavior modification/social skills development, and grade/attendance improvements. Measurable outcomes for the program include:

1. Behavior Modification/Social Skills Development

*Decrease in student behavioral occurrences (obtained from student registration form, report card, and quarterly reports).

2. Academic Improvement

*Increase in student accomplishments in their academic problem area (gather information from students' most recent report card and compare with their end-of-year report card).

3. Self Efficacy

*Changes in student feelings of self-worth determined by using student surveys.

4. Reducing Absenteeism

*Attendance will be measured by using BTS/SIS Local Coordinator quarterly reports and end-of-year report cards.

5. Cultural Awareness

*Level of increased cultural awareness measured by student survey.

6. Effectiveness of Program Components

*Percentage of students' overall accomplishments, number of students completing the program, etc. will be obtained from BTS/SIS Local Coordinator quarterly reports and report cards.

NAACP Back to School/Stay in School Program Goals

- *80% of students will have perfect attendance.
- *100% of students will be introduced to different cultures, ethnicities and races.
- *80% of students will complete the Academic Enrichment Program.
- *At least 90% of students will come from low-income families and neighborhoods.
- *60% of students graduating high school will attend college.
- *Students will feel more motivated and comfortable attending school.
- *Decrease in student behavioral occurrences.
- *Students' grade in academic problem area will increase by one letter grade.
- *Increase of student knowledge in the following academic areas:
 - Reading/Language Arts
 - Mathematics
 - Social Skills and Character Education
 - Cultural Enrichment

NAACP Back to School/Stay in School Accounting and Reporting Funds

- The NAACP National Office is a 501 (C) (3), donations made to the national office are tax deductible.
- NAACP units are 501 (C) (4) which means contributions sent directly to the local unit are not tax deductible (only the portion that is remitted to the national office)
- The BTS/SIS Program is a National Board approved program and all revenues generated for this program are restricted funds. Restricted funds are tax deductible. In order for these terms to apply to donations made to your program, you must follow these procedures:
 1. Checks must be made payable to the National NAACP with a letter accompanying the donation specifying what local NAACP BTS/SIS Program the donation is for. That national office will then redirect the entire amount of the donation to that local program.
 2. Checks made out to the local branch will not be honored and donations will not be tax deductible. Such an act is deemed an apparent circumvention of laws. Also, NAACP risks additional liability exposure and could lose its tax-exempt status.
- Branches are required to submit a financial report to the NAACP National Finance Department on an annual basis, which should include separate accounting for all restricted funds.
- Program Coordinators responsible for handling BTS/SIS funds must be identified in all financial reports.
- The portion of your financial reports that outlines BTS/SIS funds should be attached to your BTS/SIS Quarterly report that is submitted to the National BTS/SIS Coordinator.

NAACP Back to School/Stay in School Partnership Suggestions

Schools

BTS/SIS Coordinators should meet with local school staff prior to implementing the program to gain support from the local school system. Teachers may be willing to participate in the program and be able to refer retired teachers to serve as instructors. Schools also have connections with the PTA, school board members and other key officials within the community that may offer assistance. Alternative schools and GED programs should also be included. Schools can help the BTS/SIS program grow by doing the following:

- Providing student referrals for students enrolling in BTS/SIS.
- Sitting on the BTS/SIS committee.
- Offering facilities to house the BTS/SIS program and Back to School Rallies.
- Assisting in fundraising projects, promotions and sponsorship for program activities.
- Helping to develop mailing lists of parents, teachers, and other key leaders and youth programs within the community.

Businesses and Private Industry Partnerships

Local business support is essential to the start of any program. Employers are usually willing to support youth who will soon join the work force and perhaps eventually work for their company. Businesses can support the BTS/SIS program by doing the following:

- Underwriting program related cost for materials, events, and activities (i.e. Back to School Rallies).
- Allowing employees to help support the program by facilitating workshops, job trainings, and serving as guest speakers.
- Offering employment, internships, scholarships or other incentives to students who successfully complete the program.

NAACP Back to School/Stay in School Partnership Suggestions (continued)

Neighborhood Organization Partnerships

It is imperative to gain the support of the local community (i.e. parents, family members, and friends of students). Community members will be essential in identifying the needs of the neighborhood and the youth that reside therein. This will also be an opportunity to increase membership in the NAACP and help make people aware of the program. These organizations can support the BTS/SIS program by doing the following:

- Assisting and participating in fundraising activities.
- Serving as members on the BTS/SIS Committee.
- Volunteering as a mentor or tutor for the BTS/SIS program.
- Helping to develop community service projects for students.
- Identifying location sites for the BTS/SIS program.
- Helping to organize the Back to School Rallies.

Church/Religious Institution Partnerships

The NAACP and the religious community have had a longstanding relationship throughout the history of our struggle to achieve equality in America. Because a large number of our NAACP members are actively involved in local churches, they may serve as liaisons for the program. Churches are well connected within the community and may help the BTS/SIS program by doing the following:

- Providing a facility, classroom, etc. for the BTS/SIS program and Back to School Rallies.
- Co-sponsoring BTS/SIS activities and events.
- Placing inserts in church bulletins to help promote the BTS/SIS program.
- Assisting with and supporting fundraising projects.
- Serving as members of the BTS/SIS Committee.

NAACP Back to School/Stay in School Partnership Suggestions (continued)

Sorority and Fraternity Partnerships

Sororities and fraternities were built on the principals of education, scholarship, brotherhood/sisterhood and community service. They are strong supporters of youth development programs and have relationships with colleges. Members may have become leaders in their community while still actively involved with their alma mater. Sororities and Fraternities can aid the BTS/SIS program by doing the following:

- Encouraging their members to become tutors or mentors.
- Serving as a member on the BTS/SIS committee.
- Conducting career and cultural awareness workshops for students.
- Assisting in co-sponsoring and fund-raising for the program.
- Coordinating community service projects for students.
- Offering incentives to students that complete the BTS/SIS program.
- Helping with booking of celebrity guests and underwriting costs of the Back to School Rallies.

Media Partnerships

The media is one of the most valuable assets to the program. Media can highlight program and student achievements, which may lead to more funding. The more the general public is made aware of BTS/SIS, the more they will want to become involved. Many forms of media only focus on the negative aspects of minority communities. By utilizing their services, the positive achievements of low-income communities will be represented. Media may provide the BTS/SIS program with the following services:

- Media representatives may sit on the BTS/SIS Committee.
- Help promote upcoming events and activities (i.e. Back to School Rallies).
- Regularly broadcast phone numbers and ways to become involved with the BTS/SIS program.
- Announce public service announcements and press releases.
- Write articles and editorials drawing attention to the program and its mission.
- Aid in the development of a media contact list.

**NAACP Back to School/Stay in School
Quarterly Report Form**

****PLEASE RETURN FORM TO THE NAACP NATIONAL EDUCATION DEPARTMENT,
4805 Mt. Hope Drive, Baltimore, MD 21215 or fax to 410-585-1329***

Date: _____

Branch Name: _____

Branch President: _____

Branch Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

BTS/SIS Coordinator: _____

BTS/SIS Site Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

BTS/SIS Committee Members

Branch Present: Same as above _____

Education Chairperson: _____

Youth Council President: _____

BTS/SIS Local Coordinator: Same as above _____

BTS/SIS Program

Number of Certified Teachers: _____ Number of Tutors: _____

**NAACP Back to School/Stay in School Quarterly Report Form
(continued)**

Total Number of Students: _____ Male: _____ Female: _____

Check the grade level of students: (please specify the number for each grade)

____ Kindergarten ____ 1st ____ 2nd ____ 3rd ____ 4th ____ 5th

____ 6th ____ 7th ____ 8th ____ 9th ____ 10th ____ 11th ____ 12th

Number of "internet ready" computers available in facility: _____

List the BTS/SIS components offered: _____

List Modules/Subjects administered as part of the Academic Enrichment Programs:

Type of curriculum used: _____

Is the current curriculum used state approved? _____

List student extra curricular activities: _____

List awards/honors students receive during BTS/SIS: _____

Number of students expelled from school during BTS/SIS: _____ Suspended: _____

Cultural Field Trips: _____

NAACP Back to School/Stay in School Quarterly Report Form (continued)

Guest Speaker(s): _____

Indicate Community Partners (schools, churches, etc): _____

Current Funding Initiatives: _____

Attendance Improvements: Please provide information on student attendance improvements made during this BTS/SIS program quarter. Also include if and/or how these improvements may have positively affected students' attendance in their regular classroom setting.

Grade Improvements: Please provide information on student academic performance improvements made during this BTS/SIS program quarter (the improvements may be grouped together according to grade levels). Also include if and/or how these improvements may have positively affected students' academic performance in their regular classroom setting.

Please attach a copy of the current program budget.

NAACP Back to School Rally Form

****PLEASE RETURN FORM TO THE NAACP NATIONAL EDUCATION DEPARTMENT,
4805 Mt. Hope Drive, Baltimore, MD 21215***

NAACP Branch Name: _____

BTS/SIS Local Coordinator: _____

Phone: _____ E-mail: _____

BTS/SIS Site Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

BTS Rally Date: _____ Time: _____

BTS Rally Location/Address: _____

City: _____ State: _____ Zip: _____

List BTS Rally Funding Sources: _____

Please circle the type of event that best describes your BTS Rally:

Parade

Cookout

Conference

Talent Show

Luncheon

Festival/Bizarre

Other: _____

NAACP Back to School Rally Form (continued)

Name and title of guest speaker(s) (city official, entertainer, etc.):

Type of entertainment (ex. choir, step show): _____

Media Contact(s): _____

Type of giveaways: _____

Names of schools invited: _____

Names of businesses invited: _____

Names of community organizations invited: _____

Approximate attendance expected: _____

****Please attach BTS Rally proposed budget and any fliers about the event.***

NAACP Back to School/Stay in School Student Surveys

The *NAACP Back to School/Stay in School Student Surveys* aid in accessing measurable outcomes for the BTS/SIS Program. The surveys convey how students feel about their educational experiences at the beginning and end of the program. The surveys also identify students' feelings about their own academic capabilities and how they view their relationships with other students.

The same survey is administered at the beginning and end of the Academic Enrichment Programs for each age group. BTS/SIS teachers administer the survey and completed forms are returned to the BTS/SIS Local Coordinator for review. BTS/SIS Local Coordinators should include survey results in the first and final quarterly reports.

NAACP Back to School/Stay in School Student Survey (Grades 1-5)

**The same survey should be administered to students at the beginning and end of the BTS/SIS program. BTS/SIS teachers will read and administer the survey to students. BTS/SIS teachers should also circle the student grade level for their class.*

--Circle grade:	1 st	2 nd	3 rd	4 th	5 th
1. I like to go to school.			YES	SOMETIMES	NO
2. I do well in Reading.			YES	SOMETIMES	NO
3. I am proud of my schoolwork.			YES	SOMETIMES	NO
4. School is a friendly place.			YES	SOMETIMES	NO
5. My teachers make learning fun.			YES	SOMETIMES	NO
6. Most kids at school like me.			YES	SOMETIMES	NO
7. My teacher listens to me.			YES	SOMETIMES	NO
8. I know how to behave at school.			YES	SOMETIMES	NO
9. Students who misbehave get in trouble.			YES	SOMETIMES	NO
10. My parents ask about what I learn in school.			YES	SOMETIMES	NO
11. I get rewards for doing well in class.			YES	SOMETIMES	NO
12. I do well in math.			YES	SOMETIMES	NO
13. I like to ask questions in class.			YES	SOMETIMES	NO
14. I like to learn about different people and places.			YES	SOMETIMES	NO
15. I am good at writing (sentences, stories).			YES	SOMETIMES	NO
16. I don't mind being around other people who don't look like me.			YES	SOMETIMES	NO

**NAACP Back to School/Stay in School
Student Survey (Grades 1-5)**

- | | | | |
|--|-----|-----------|----|
| 17. I have been suspended or expelled from school this year. | YES | SOMETIMES | NO |
| 18. I am often absent from school (once a week). | YES | SOMETIMES | NO |
| 19. My teacher helps me when I don't understand my schoolwork. | YES | SOMETIMES | NO |
| 20. I like working in groups with other kids. | YES | SOMETIMES | NO |

NAACP Back to School/Stay in School Student Survey (Grades 6-8)

***The same survey should be administered to students at the beginning and end of the BTS/SIS program. BTS/SIS teachers will administer the survey to students. Students must circle the student grade level for their class.**

--Circle grade:	6th	7th	8th	
1. I understand the subjects taught in school.		YES	SOMETIMES	NO
2. The teacher is well prepared for class.		YES	SOMETIMES	NO
3. Teachers make learning interesting.		YES	SOMETIMES	NO
4. I am learning to be a team player.		YES	SOMETIMES	NO
5. I feel confident in class and don't mind asking questions.		YES	SOMETIMES	NO
6. I learn about different places and people.		YES	SOMETIMES	NO
7. What I learn in school will help me when I start working.		YES	SOMETIMES	NO
8. Most of the other students in the school like me.		YES	SOMETIMES	NO
9. I am involved in extra-curricular activities.		YES	SOMETIMES	NO
10. School provides a safe environment.		YES	SOMETIMES	NO
11. Teachers take time to explain work to me if I don't understand.		YES	SOMETIMES	NO
12. Students who break the rules face consequences.		YES	SOMETIMES	NO
13. I do well in English class.		YES	SOMETIMES	NO
14. I do well in Math class.		YES	SOMETIMES	NO

**NAACP Back to School/Stay in School
Student Survey (Grades 6-8)**

15. I learn about different people and places in Social Studies class.	YES	SOMETIMES	NO
16. I am often absent from school (once a week).	YES	SOMETIMES	NO
17. I have been suspended or expelled from school this year.	YES	SOMETIMES	NO
18. Students who do well in class are rewarded.	YES	SOMETIMES	NO
19. My parents ask me about what I learn in school.	YES	SOMETIMES	NO
20. I plan to attend college.	YES	SOMETIMES	NO

NAACP Back to School/Stay in School Student Survey (Grades 9-12)

****The same survey should be administered to students at the beginning and end of the BTS/SIS program. BTS/SIS teachers will administer the survey to students. Students must circle the student grade level for their class.***

--Circle grade:	9th	10th	11th	12th
1. I have a good understanding of the concepts covered in class.		YES	SOMETIMES	NO
2. Classes are well organized.		YES	SOMETIMES	NO
3. Teachers communicate well with students.		YES	SOMETIMES	NO
4. I find it easy to ask questions, disagree, and express my ideas.		YES	SOMETIMES	NO
5. I find it easier to work independently than in larger groups.		YES	SOMETIMES	NO
6. I am encouraged to be responsible for my own learning.		YES	SOMETIMES	NO
7. What I am learning in school will be essential to my future career goals.		YES	SOMETIMES	NO
8. I am able to receive the extra help in different subject areas when needed.		YES	SOMETIMES	NO
9. Work is checked and returned in a timely manner.		YES	SOMETIMES	NO
10. Teachers seem enthusiastic about the subjects they teach.		YES	SOMETIMES	NO
11. I interact easily with other students in school.		YES	SOMETIMES	NO
12. I am involved in various extra-curricular activities.		YES	SOMETIMES	NO
13. I have the opportunity to learn about various races and cultures.		YES	SOMETIMES	NO

**NAACP Back to School/Stay in School
Student Survey (Grades 9-12)**

14. I have been suspended or expelled from school this year.	YES	SOMETIMES	NO
15. I do well in Math classes.	YES	SOMETIMES	NO
16. I do well in English classes.	YES	SOMETIMES	NO
17. I plan to attend college.	YES	SOMETIMES	NO
18. I plan to work full-time after high school.	YES	SOMETIMES	NO
19. I am often absent from school (once a week).	YES	SOMETIMES	NO
20. Students are recognized and rewarded for their achievements.	YES	SOMETIMES	NO