

## **Invitation to Join**

### **1. Meeting with the Students/Parents**

*You now have a list of eligible students. We recommend that you hold a meeting for parents and students to explain the AVID program and make applications available. If you need assistance, call your regional coordinator for support. When describing the tutorial component, be cautious about promising college students unless you are sure you will have them. It's best to say the goal is to have college tutors. However, it might be necessary to use members of the community and/or students in upper level courses.*

Some schools choose to meet with the potential AVID students in groups and discuss the program. Interested students pick up applications and program information to take home at that time. We recommend that you hold a follow-up meeting involving the parents.

If you have AVID students from your school or a neighboring school that can attend and speak at the meetings, it can be very powerful. These students generally talk about what takes place in the AVID class and relate some of their personal experiences.

### **2. Applications**

*Give a deadline for the application and the place where the student should deliver it. A sample invitation and application have been provided in this binder.*

### **3. Teacher Feedback**

*Consider preparing a master list of eligible students and distribute it to the faculty for feedback. Teacher input can give you further insights into the students.*

### **4. Interviews**

*Interviews allow for personal contact with the student. The teacher can ask questions to determine interest, motivation, and whether or not the class is appropriate. If possible, it is suggested that more than one person participate in the interview process. Decisions then become representative of a team.*

Decide on several questions you want to ask each student. Individual questions will be generated by the applications. Interviews take approximately ten minutes per student with this format. We recommend parents do not sit in on the interview. Some schools will interview two or three students together due to time constraints. However, peer pressure can often influence student response. We recommend that you do individual interviews.

Speak to the site administration to arrange a place to meet with the students. Ask about any site restrictions as to when students may be called out of class. Distribute a list to teachers well in advance, providing the names and times the students will be called from their classes. It is also important to tell the teacher what the AVID program is and to solicit their cooperation. If possible, take a "class runner" with you on the day of your interviews or see if student aides can help distribute passes. Another option is to conduct interviews after school over a series of days or on a Saturday.