



Annual Calendar Template

Name: **Lauren Wilson**

School: _____ **Jones County High School** _____ Academic Year: **2023-**
24 _____

A minimum of 80% of time recommended for direct and indirect student services and 20% or less in program planning and school support

Month	Delivering		Program Planning and School Support <i>(Defining, Managing, Assessing, Fair-Share Responsibilities)</i>
	Direct Student Services Activities <i>(Include dates of school counseling initiatives or events, classroom and group activities, career or college nights, schoolwide academic support events, etc.)</i>	Indirect Student Services Activities <i>(Significant collaborations, leadership and advocacy activities)</i>	
Ongoing Services	- counseling students individually & in groups sessions. - Classroom lessons	- Reaching out to Parents, Administrators, community partners about their job & duties within the Career Day, Job Fair, & Military Enlistment. - Setting up Partnership with food pantries, churches, & outreaches on perishable foods for low income children during breaks during the school year	- Planning small group Activities - Assessing student's progress within individual counseling & group counseling - Talking with Colleges, Recruiters, & Community Partners.

August	• Go in classes & Introduce myself to new students. • Lesson for 9th grade on high school Transition • Introduce small group topics to students & give students opportunities to sign up for small groups.	• Meet with Administrators, Teachers, & Community Partners about Yearly Events Meet with Community Partners, Teachers, & Administrators and go over their jobs & duties at these events. • Meet with coaches on NCAA eligibility requirements • Meet with all potential college athletes to discuss NCA	• Set up forms, files, and student information • Review student's schedules to ensure they are enrolled in the right classes • Plan & Set up Calendar of Events • Set up College/Military Recruiter Events • Prepare Senior Events • Set up Parent- Teacher Conferences
September	• Senior meeting regarding college planning, college application process, financial aid, scholarship, etc. • Junior meeting regarding, SAT ACT, & ASVAB	• Look over Junior & Senior's academic transcripts • Set up SAT, ACT, & ASVAB classes	• Meet with College, Military, and Career Representatives • Meet with Teachers that will teach SAT, ACT, & ASVAB classes

October	• Parent Teacher Conferences • Continue meeting with Senior on College Application Process • Red Ribbon Week • College & Career Fair at School	• Continue talking with Colleges, Recruiters, & other Community Partners. • Set up lessons on Drug Prevention for Red Ribbon Week	• Meet with College, Military, and Career Representatives on College & Career Fair • Meeting with Teachers, Administrators on Red Ribbon Week.
November	• Host Financial Aid Workshop for Parents & Students on College • Promote College Visits	• Continue Planning & looking over Individual Academic, Social, & Emotional Progress in Individual & group counseling sessions. • Look over Academic Transcripts	• Meeting with College, Military, & Career Representatives • Continue to advocate for students in meetings
December	• Promote College Visits • Small groups continues • Meet with students on schedule changes for 2nd semester	• Look over students 2nd semester schedules	• Schedule meetings with students on 2nd semester classes

January	• 11th Grade - Planning your High School Path • 10th Grade - Planning your High School Path • Registration for upcoming year - 9th - 11th	• Plan for Small groups & Individual counseling sessions • Continue talking to College Representatives, Career & Military Recruiters	• Complete School Counselor Mid-year report
February	• 10th Grade - Building Self-Efficacy Class • 11th Grade - Stress Management Class	• Schedule Adjustments for courses	• Meet with Administrators, Teachers, & Parents about Students
March	• Career Day • 8th Grade Entering High School Transition	• Continue Planning Career Day • Work with volunteers on lessons for class • Work with Middle School Counselor On 8th Grade Entering High School Transition Day	• Process Schedule requests for the Upcoming School Year
April	• Meet with juniors about college interests	• Continue Checking Academic grades & transcripts	• Continue reaching out to college representatives

	• Meet with senior about college application process	• Write recommendation letters for students	
May	• Publicize Scholarship opportunities • Continue meeting with seniors about college	• Continue writing letter of recommendations • Start planning next year's Counseling Program	• Continue talking with College Representatives • Make sure all students are registered for correct classes for the next Academic School Year
June			