

# **CDC Responsibilities**

- (1) Necessary
- (2) Nice To Have
- (3) Real Goodies

Each CDC should develop an 18 month plan of activities. A sample plan is below. It is one that I developed when I was a Postal Zip Area Coordinator (ZAC), the former equivalent to a CDC. The key items and dates are listed below.

## **January-February**

- Verify that each Field Force member in your area is an active participant in the program and has a Code Word and ID for FF web site access (1)
- Verify that each member understands the Field Force Duties and Responsibilities (has reviewed the tutorial on the web site) (1)
- Verify that each member knows the calendar of critical Admission dates (1)

## **January-March, September**

- Contact schools in area to determine when college fairs will be held (2)

## **February**

- Assign a FF member to track each candidate listed on the MCRR (web site) (1)
- Contact Congressman's office to establish contacts, offer assistance, determine if an Academy Night is planned (couple with By-Invite if possible) (1)

## **August**

- Assign each area school to a FF member for contacts (2)
- Plan and schedule area By-Invites and Academy Nights (2)
- Assure that adequate By-Invite kits and Catalogs are available for By-Invites and Academy Nights (2)
- Notify DAD of dates of By-Invites and Academy Nights so that invitation letters can be mailed (2)

## **As Required**

- Periodically review Area MCRR status to ensure that FF members are keeping candidates in synch with calendar of critical dates. (1)
- Keep State Coordinator advised of Area activities. (2)
- Assign Field force members to attend college fairs (2)

## ADMISSIONS PLAN – ROBERT J. ELLIS

Sept-Oct   Nov-Dec   Jan-Feb   Mar-Apr   May-Jun   Jul-Sept

PSAT\_\_\_\_\_ SAT\_\_\_\_\_

### SCHOOL VISIT

Guidance \_\_\_\_\_ Jr Meetings\_\_\_\_\_

### FILE

Maintenance \_\_\_\_\_

Early Action \_\_\_\_\_

CPRC \_\_\_\_\_

College Fairs \_\_\_\_\_

Parents Club  
Coordination \_\_\_\_\_

**PSAT** – During this period, I contact each candidate who does not have PSAT scores listed on the MCRR (use the electronic version on the web site) to ensure that they plan to take, or have taken the test.

**SAT** – Same as PSAT.

**School Visit, Guidance** – I try to contact each guidance councilor to introduce myself and leave contact information (telephone number, email, snail mail), describe West Point , inquire re: any interested students. I try to arrange visits to speak with interested Juniors at this time.

**Jr. Meetings** – During this period, I contact guidance councilors (GC) and visit selected schools (the top 10 or so) and give a 45-50 min. presentation about West Point to interested Juniors (some Seniors attend). The presentation includes a showing of “Leaders for a Lifetime”. If there is no student interest, I cancel.

**Candidate File Maintenance** – Using the MCRR, I contact candidates to ensure that they are making required submissions, have applied for nominations (4), and are following up on nominations. I conduct interviews as required on the MCRR, preferably as soon after a name appears as possible.

**Early Action** – Same as File Maintenance for those candidates who have requested early Action.

**Fall Travel** – Same as Spring travel, but school contacts are expanded as much as possible and arranged meetings include both Juniors and Seniors.

**CPRC** – I arrange visits when notified that cadets are available. I arrange 3 visits for each cadet for each day they are available.

**College Fairs** – I contact one of my favorite guidance councilors early in the academic year to get a schedule of college fairs. I attend as many as I can.

**Parent Club Liaison** - I maintain constant contact with WPPCMA through phone and email. I will occasionally use parents as assistants at college fairs.