

The MannersFirst Institute of Learning and Knowledge - The MILK

C.L.A.S.S. College and Career Guide®



HBCU CONNECT.COM



College **L**earning that exposes **A**ll **S**tudents to **S**uccess®
career

By



“There is nothing in a caterpillar that tells you it’s going to be a butterfly.”

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Table of Contents

Can I? Yes, You Can - Please READ.....	4
Introduction.....	5
ASCA Mindset and Behavior Standards.....	6
What’s New?.....	7
7 Facts You Should Know.....	8
SAT vs. ACT the difference.....	9
Fee Waivers Eligibility.....	10
Important SAT/ACT Test Dates	11
***Use The C.L.A.S.S. Notes Form on The Back/Next page of Each <i>To-Do-Activities</i> for Your Notes.	
August To-Do-Activities	13
September To-Do-Activities	15
October To-Do-Activities	17
November To-Do-Activities	19
December To-Do-Activities	21
January To-Do-Activities	23
February To-Do-Activities	25
March To-Do-Activities	27
April To-Do-Activities	29
May/June/July To-Do-Activities	31
College Forms.....	33
Entrepreneurship Resources.....	38
Very Important Websites for College Access and Success for Students Experiencing Homelessness Undocumented Students Resources and Other Resources.....	40
Hip Hop and Music – Relax.....	41
Thank YOU, Partners.....	42
Final Thoughts.....	43
Contact.....	44

Can I?
“Your Life Has a Meaningful Purpose”

Dear Whosoever,

You were created for GREATNESS and to do good work. Your life has a purpose. No matter what you face in life, you are destined for success. If you fail at one of your goals, revise your plan and try another. Believe in yourself and watch what happens!

Remember the story of “The Little Engine That Could” (if not, read it today). Recall how “The Little Engine That Could” did not allow fear or what others thought about her abilities to stop her from trying. When the mountain of a challenge appeared, she did not think about her inabilities but her abilities to take on the task. In fact, she immediately believed in herself in her heart and mind.

Yes, there will be individuals who will say, “You will never make it; you are not qualified; you are incapable of performing or completing this task.” The key to life is not to rehearse negative opinions in your mind to the point that you become afraid and give up. Believe in yourself. Remember, you are created for GREATNESS! The challenges you will face in your life are there to teach you patience and tolerance. Ultimately, these characteristics will give you more hope and confidence for your next bigger challenges.

Be like “The Little Engine That Could.” Do not allow fears, doubts, obstacles, circumstances, and people to stop you from climbing and crossing over your mountain. Your goals and dreams are achievable. Start your engines and go for it. **You can do it! Yes, you can. Yes, you can. Yes, you can. Yes, you can. Absolutely, you can!**

Sincerely,
The MILK

P.S. “If a man is called to be a street sweeper, he should sweep streets even as a Michelangelo painted, or Beethoven composed music or Shakespeare wrote poetry. He should sweep streets so well that all the hosts of heaven and earth will pause to say, 'Here lived a great street sweeper who did his job well.'”

Rev. Martin Luther King, Jr.

“There is nothing in a caterpillar that tells you it’s going to be a butterfly.”

Introduction

College **L**earning that exposes **A**ll **S**tudents to **S**uccess C.L.A.S.S.®

The Purpose of C.L.A.S.S. is to expose all students to success by increasing graduation/completion rates of high school and post-secondary vocational, certificate and licensure, and college and university degree programs. C.L.A.S.S. encourages, supports, and creates college and career opportunities for all students, including those who are economically disadvantaged, diagnosed with a learning disability, and/or at-risk

Academic, Social, and Career Development

C.L.A.S.S. helps prepare students for college and the world of work. Students and parents/guardians in C.L.A.S.S. receive support with career assessment, test prep, admissions, scholarships and financial aid, employability and independent living skills, financial literacy, entrepreneurship, and the development of individualized career portfolios, success plans, and IEP goals.

- The C.L.A.S.S. College Guide (also available in Spanish) offers easy-to-follow monthly activities designed to prepare, motivate, encourage, and support students in every step of the college admissions process.
- C.L.A.S.S. Social Development focuses on teaching students to demonstrate *respect for self, for others, and for learning* – The *Manners First* motto.
- C.L.A.S.S. Curriculum **Students who participate will:**
 - Be taught by experienced school counselors, certified teachers, professors, and business and trade professionals
 - Academic support, study, and test-taking skills
 - Develop individualized and personal college and career skills, career Portfolios, IEP goals, resumes, and Student Success Plan
 - Receive 1:1 mentoring to support their unique needs
 - Social Development: Take a promise pledge to demonstrate respect for self, for others, and for learning
 - Career Development: Explore personal interests, goals, and talents
 - Learn employability and independent living skills along with financial literacy
 - Identify colleges, careers, and entrepreneurship that are best suited to the student’s academic strengths and personal interests
 - Participate in a career/college/job fair, and college tours
 - Review academic and testing records and provide guidance on tests, including the SAT, ACT, AP, SAT, SAT II, ACT, Test of English as a Foreign Language-TOEFL, state and school assessments, and ASVAB
 - Prepare for college and job interviews and learn job and college application skills
 - Review financial aid, FAFSA, and scholarship options
 - Prepare essays that can be used for colleges of choice
 - Develop an application strategy to increase college acceptance and employability possibilities
 - Receive weekly social and career challenges

Learning Outcome: The C.L.A.S.S. Programs meet the requirements of the American School Counselor Association – ASCA Standards. Please see the next page.

Parents/guardians and community members are invited and encouraged to participate.
“There is nothing in a caterpillar that tells you it’s going to be a butterfly.”



ASCA Mindset and Behavior

Mindset Standards

School counselors encourage the following mindsets for all students.

1. Belief in the development of the whole self, including a healthy balance of mental, social/emotional, and physical well-being
2. Self-confidence in the ability to succeed
3. Sense of belonging in the school environment
4. Understanding that postsecondary education and life-long learning are necessary for long-term career success
5. Belief in using abilities to their fullest to achieve high-quality results and outcomes
6. Positive attitude toward work and learning

Learning Strategies	Self-Management Skills	Social Skills
Demonstrate critical-thinking skills to make informed decisions	Demonstrate the ability to assume responsibility	Use effective oral and written communication skills and listening skills
Demonstrate creativity	Demonstrate self-discipline and self-control	Create positive and supportive relationships with other students
Use time-management, organizational, and study skills	Demonstrate ability to work independently	Create relationships with adults that support success
Apply self-motivation and self-direction to learning	Demonstrate the ability to delay immediate gratification for long-term rewards	Demonstrate empathy
Apply media and technology skills	Demonstrate perseverance to achieve long- and short-term goals	Demonstrate ethical decision-making and social responsibility
Set high standards of quality	Demonstrate the ability to overcome barriers to learning	Use effective collaboration and cooperation skills
Identify long- and short-term academic, career, and social/emotional goals	Demonstrate effective coping skills when faced with a problem	Use leadership and teamwork skills to work effectively in diverse teams
Actively engage in challenging coursework	Demonstrate the ability to balance school, home, and community activities	Demonstrate advocacy skills and ability to assert self when necessary
Gather evidence and consider multiple perspectives to make informed decisions	Demonstrate personal safety skills	Demonstrate social maturity and behaviors appropriate to the situation and environment
Participate in enrichment and extracurricular activities	Demonstrate ability to manage transitions and ability to adapt to changing situations and responsibilities	

Financial Literacy

Financial literacy classes/workshops will teach students how to make informed judgments and effective decisions about using and managing their money now and in the future.

MannersFirst Motto

It teaches students how to demonstrate respect for themselves, others, and learning. Each student participating in C.L.A.S.S. will take a promise pledge and a signed declaration to demonstrate respect for *self, others, and learning*. Students also promise not to drop out of school or stop learning. Additionally, students will be required to participate in our R.E.S.P.E.C.T. contest. **C.L.A.S.S** - initiative has received recognition and praise from parents/guardians, students, teachers, schools, college admissions counselors, businesses, and community leaders. ***C.L.A.S.S. meets the requirements of The American School Counselor Association-ASCA. Share All Information with Your Parents/guardians. "There is nothing in a caterpillar that tells you it's going to be a butterfly."**

What's New?

Completing the FAFSA form allows you to be considered for federal student aid and grants, scholarships, and loans from states and colleges. The 2024–25 FAFSA deadlines are as follows: June 30, 2025, for the federal deadline, and each state and college may have its own deadlines. Be sure to check with the relevant schools and states.

2024–25 FAFSA® Deadlines

Federal Deadlines

The FAFSA form must be submitted by 11:59 p.m. Central time (CT) on June 30, 2025. Any corrections or updates must be submitted by 11:59 p.m. CT on Sept. 14, 2025.

College and Career/Trade School Deadlines

Each college or career/trade school may have its deadline, so check with the school you're interested in. Ask about the school's definition of an application deadline. For example, the deadline could be the date your FAFSA form is processed or the date the school receives your processed FAFSA data.

State Deadlines

Each state has its deadline. See the listing below. Visit your [state higher education agency's website](#) for the most up-to-date state deadline.

Click on the Links or Google.

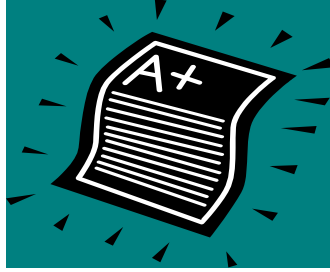
- [College Access and Success for Students Experiencing Homelessness](#)
- [*****FAFSA Help Center](#)
- [BigFuture](#)
- [UNDOCUMENTED STUDENTS- YOU Can Go To College-COLLEGE BOARD-](#)
- [Click here for the Spanish version of the FAFSA.](#)
- [The Get Ready Program](#) is an early intervention and college awareness program that helps prepare 5th-12th grade students and their families with college planning information, academic tutoring, and career and higher education options.
- What If...Please View the YouTube Videos on Page 29.**
- [SAT Question of The Day SAT Practice and Preparation](#)
- [The ACT Question for The Day](#)
- [FREE SAT Practice Questions](#)
- [Free ACT Practice Test](#)
- [SAT on Twitter](#) and [ACT on Twitter](#)
- [College Essay Guy -Learn how to write a brief and beautiful college essay with resources and tips from an experienced college application specialist.](#)
- [Which one should you take, SAT or ACT](#)
- See FAQs [Overview: Current SAT vs. Redesigned SAT](#)

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7 Facts You Should Know

Don't Skip the Quiz.



1. The letters S A T and A C T are acronyms for two college tests: What word does each letter represent?
2. What is the difference between SAT and ACT? What is the highest score you can earn on each test?
3. What is a scholarship? What is a grant? What is a loan?
4. How many colleges and universities are based in your state? Name these colleges.
5. How many branches are there in the military? Name each of the branches.
6. What is the purpose of the FAFSA, and why is it necessary to complete it?
7. Why is it important to love your work/career? Loving what you do can inspire and motivate you, leading to a fulfilling career.

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Princeton Review

Compare the ACT and SATs

- ACT includes a Science section
- SAT is a computer-based test

	SAT	ACT
Why Take It	Colleges use SAT scores for admissions and merit-based scholarships.	Colleges use ACT scores for admissions and merit-based scholarships.
Test Structure	<ul style="list-style-type: none"> • Evidence-Based Reading and Writing • Math 	<ul style="list-style-type: none"> • English • Math • Reading • Science Reasoning • Essay (Optional)
Length	2 hours, 14 minutes	<ul style="list-style-type: none"> • 2 hours, 55 minutes (without essay) • 3 hours, 40 minutes (with essay)
Evidence-Based Reading and Writing	Two modules	Four reading passages
Science	None	One science section testing your critical thinking skills (not your specific science knowledge)
Math	Covers: <ul style="list-style-type: none"> • Arithmetic • Algebra I & II • Geometry, Trigonometry, and Data Analysis 	Covers: <ul style="list-style-type: none"> • Arithmetic • Algebra I & II • Geometry, Trigonometry, and Probability & Statistics
Calculator Policy	You can use a calculator on all math questions.	You can use a calculator on all math questions.
Essays	None	Optional. The essay will test how well you evaluate and analyze complex issues.
How It's Scored	Scored on a scale of 400–1600	Scored on a scale of 1–36
	SAT Prep Options	ACT Prep Options

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Fee Waivers

SAT Fee-Waiver Eligibility

Am I eligible for an SAT fee waiver?

Please call the number below or visit the site below for more information.

See your school counselor/ advisor for more information on Fee Waivers, Application Fee waivers, and Reduction costs. For eligibility requirements and additional questions and concerns, contact the Educator Helpline at 888-SAT-HELP (888-728-4357).

<http://professionals.collegeboard.com/testing/waivers/guidelines/sat> is a vital site to visit!

ACT Fee-Waiver Eligibility

Am I eligible for an ACT fee waiver?

Please call the number below or visit the site below for more information.

See your school counselor/ advisor for more information on Fee Waivers, Application Fee waivers, and Reductions costs. Contact ACT Fee waivers for eligibility requirements and for additional questions and concerns at 319/337-1270

<https://www.act.org/content/act/en/products-and-services/the-act/registration/fees/fee-waivers.html>



ACT and SAT Test Dates (2024-2025)

Click here: [ACT and SAT Dates](#) or

google <https://higherscorestestprep.com/start-here/>

Double-check ALL dates with www.collegeboard.com

and www.ACT.org or with your counselor/advisor.



**A Vision That Exposes All Students to Success
C.L.A.S.S. ©**

Monthly To-Do-Activities

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www.mannersfirst.org

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A Vision That Exposes All Students to Success

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August To-Do-Activities

Career/college Learning that exposes All Students to Success C.L.A.S.S.

10 Important Things to Remember To Do Now!!!

1. Say this now, over and over in your mind! “I am going to have a great senior year! I will start this year by working hard and not falling behind in my classes or activities.”
2. Create a list of 4-8 colleges. Learn more by visiting [Big Future](#) for free help filling out college applications.
3. Save your money from your summer job.
4. FIND THE RIGHT SCHOLARSHIPS: [BigFuture College Board Scholarship Search](#)
5. * Have your parents/guardians [complete the free and reduced lunch application](#). Why? **If you qualify, the benefits** are fee waivers for college applications and SAT, a reduced cost of AP exams, and more scholarship opportunities. (Get a copy of the application from the main office or the cafeteria’s main office.)
6. Take control of your academic progress by checking your high school transcript. Ensure you have all the credits and courses required to enroll in college or trade/technical school. Ask your principal to announce or allow you to announce each morning over the intercom the scholarships due each month and to email them to you, your parents/guardians, other relevant individuals, and the graduation class
7. Follow the [Monthly To-Do-Activities beginning in](#) August.
8. Get a copy of YOUR STATE Scholarship Compendium from the school counselor’s office.
 - [How America Pays for College Sallie Mae’s national study of college students and parents](#)
 - For a complete list of available scholarships, go to free scholarships, go to <https://www.mannersfirst.org/free-scholarships/>
 - For college and career resources, go to www.mannersfirst.org
 - <https://www.mannersfirst.org/how-to-select-a-career/>
 - <https://www.mannersfirst.org/how-to-prepare-for-the-test/>
 - <https://www.mannersfirst.org/how-to-select-a-college/>
 - <https://www.mannersfirst.org/how-to-apply-for-admissions/>
9. **Please register for AP classes** if you have not done so already. Why? AP courses can earn college credits, increase your chances for admission, and give you a head-start on what to expect from college-level courses.
10. List your top choices of colleges and request admission information and catalogs from those colleges.

*****Be Careful What You Post on Your Social Networking Sites. Your Online Image Matters to Colleges and Employers. Do You Have A Professional Email Address?**

**You Are Created for Greatness and To Do Good Works! You are going to have a GREAT year!
THE MILK**

Please Share All Information with Your Parents/guardians.

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September To-Do-Activities

- Work hard to improve your grades/GPA. Stay Focused and Motivated! Remember, your online image matters to colleges and employers. Be mindful of what you post on your social networking sites and consider creating a professional email address if you haven't already done so.
- It is crucial to register for all tests/exams in advance. This proactive step will give you enough study time to prepare appropriately. If you have difficulty paying for a test/exam registration fee (including the AP exam), please see your counselor/advisor or principal about getting a **fee waiver**.
- Register for the Oct /Nov SAT at <http://sat.collegeboard.com/register> and/or ACT @ www.act.org
- Take control of your academic progress by checking your high school transcript. Ensure you have all the credits and courses required to enroll in college or trade/technical school. Ask your principal to announce or allow you to announce each morning over the intercom the scholarships due each month and to email them to you, your parents/guardians, other relevant individuals, and the graduation class.
- Write all deadline dates in your planner, including dates for submitting your applications and SAT & ACT dates. This will help you stay organized and control your college preparation process.
- Consider using the Common Application process www.commonapp.org. The Common Application is one application that applies to many colleges and universities. Check to see if your college or university is on the participation list. For applying to black colleges and universities (HBCUs), go to <https://commonblackcollegeapp.com/> for the common application. **Don't forget to include the required essay with your Common Application.**
- Write a personal statement/resume letter. Explain your strengths, activities, community services, skills, and talents (*Use My Activity **Form-1** and The College Admission Essay Writing **Form-2***).
- Request letters of recommendation. Give recommendation forms to the 3 individuals (teachers, counselors, Pastors, Church leaders, or community leaders) you have chosen as references. (*Give forms-- My Activity **Form-1** and The College Admission Essay **Form-2***) – to these individuals to reference in their letters of recommendation. Ensure that your portion of the form is complete and accurate. **Be thoughtful - write thank you notes to individuals who wrote recommendations for you and keep them informed of your decision status.**
- Take another look at your list of colleges. Ensure that they still satisfy your requirements. **Start applying** – (*Considering College-**Form 3***) When Evaluating a College or University.
- FIND SCHOLARSHIPS: **[BigFuture College Board Scholarship Search](#)**
- SCHOLARSHIPS/CAREERS!! SEE YOUR COUNSELOR OR ADVISOR FOR PERSONAL COPIES OF THE SCHOLARSHIP COMPENDIUM AND CAREER COMPASS—two valuable resources.**
- Attend fall college fairs and plan visits to colleges. Try to schedule interviews during your virtual or in-person visits. (If you have already visited your colleges of choice during the summer, you may want to visit again). Take questions with you and talk to professors and other students to understand the school's environment. Take notes during your visits (*Use College Visit Summary Sheet **Form-4***).
- Send all test scores and Transcripts to colleges. Remember: Colleges and employers like to see a strong senior year, So Do Your Very Best! If you have questions, See Your Counselor or Advisor.**
- Anyone interested in applying to the **University of Penn** should email Mr. Ralph Sianni at rsianni001@hotmail.com. **Mr. Sianni is a recruiter for the University of Penn.**
- SAT test date: _____ Registration deadline _____
Write the date Write the date
- (www.collegeboard.com) SAT's Customer Service @ 1866-756-7346 for students with disabilities call 1609-771-7137.
- ACT test date _____ Registration deadline _____
Write the date Write the date
- (www.actstudent.org) ACT's Customer Services @1319-337-1000. For students with disabilities, call 319-337-1332. **Please Share All Information with Your Parents/Guardians**

"There is nothing in a caterpillar that tells you it's going to be a butterfly."

October To-Do-Activities

- Work hard to improve your grades/GPA. Stay Focused and Motivated!
- Parents/Students** can file a FAFSA as early as **Oct. 1st** rather than waiting until Jan. Go to www.fafsa.ed.gov to learn more about FAFSA. Please talk with your parents/guardians about filing their taxes early. This helps colleges to finalize scholarships/financial aid decisions early. **Don't Miss Out!**
- It is crucial to register for all tests/exams in advance. This proactive step will give you enough study time to prepare appropriately. If you have difficulty paying for a test/exam registration fee (including the AP exam), please see your counselor/advisor or principal about getting a **fee waiver**.
- Register for the December SAT and/or ACT.**
- Before submitting your college essay, **have a parent/guardian/teacher proofread it. Make sure it is addressed correctly to the proper college.** Check out www.collegeessayguy.com for essay help.
- Write all deadline dates in your planner, including dates for submitting your college applications.
- Consider using the Common Application process www.commonapp.org, or if applying to black colleges and universities (HBCUs), go to <https://commonblackcollegeapp.com> for the Common Application. Don't forget to include the required essay with your Common Application. The Common Application is one application that applies to many colleges and universities. Check to see if your college or university is on the participation list.
- Attend College Fairs** –Get Ready for the New Castle County-School Counselors Association-College Fair on _____ at the Bob Carpenter Center at the University of Delaware. Call the Bob Carpenter Center at 831-4016 for more information. Also, go to the Fall College Fair with **NACAC** for more information on college fairs, virtual or in-person, **in DC, Baltimore, Philadelphia, New Jersey, other cities.**
- Take control of your academic progress by checking your high school transcript. Ensure you have all the credits and courses required to enroll in college or trade/technical school. Ask your principal to announce or allow you to announce each morning over the intercom the scholarships due each month and to email them to you, your parents/guardians, other relevant individuals, and the graduation class.
- Know the differences in the admissions processes.** Early Decision means committing to a first choice, i.e., if accepted to that particular university or college, you are saying that you will attend. See your counselor/advisor for information on the differences in the admissions processes.
- While attending college fairs in person or virtual**, inquire about available aid, including merit scholarships based on your academics. Also, remember you are being interviewed when you ask a question, so conduct yourself appropriately.
- If you have a learning or **physical disability**, contact the colleges on your list and ask what **support services** are available. For more information on disability rights, call - 609-771-7137
- Check with your counselor to ensure that your transcripts and test scores have been sent to the colleges where you apply for admission. Diligently continue your search for private scholarships. **(See the Scholarship Compendium)**
- FIND SCHOLARSHIPS: **[BigFuture College Board Scholarship Search](#)**
- Take all letters that you receive about colleges to your counselor/advisor. Have your counselor/advisor make copies of all college-related letters. Keep your original copies inside your C.L.A.S.S. Portfolio.
- Other resources for October -- **Students' Rights and Responsibilities** in the college admissions process. www.nacacnet.org.
- Pay close attention to all details when applying for admissions and scholarships. It will prove to be rewarding in the end. Anyone interested in applying to the **University of Penn should email Mr. Ralph Sianni at rsianni001@hotmail.com**. Mr. Sianni is a recruiter for the Univ of Penn.
- SAT test date: _____ Registration deadline _____
Write the date Write the date
- (www.collegeboard.com) **SAT's Customer Service @ 1866-756-7346 for students with disabilities-609-771-7137.**
- ACT test date _____ Registration deadline _____
Write the date Write the date
- (www.actstudent.org) **ACT's Customer Service @1319-337-1000.** For students with disabilities, call 319-337-1332.
*Remember: Colleges like to see a strong senior year, So Do Your Very Best! Please Share All Information with Your Parents/Guardians. ***"There's nothing in a caterpillar that tells you it's going to be a butterfly."***



November To-Do-Activities

- How are your grades?
- Attend** New Castle County School Counselors Association-College Fair-Bob Carpenter Center at the University of Delaware and other local college fairs in your state. See Your Counselor/Advisor for the Date and time.
- Visit [Big Future](#) for free help with filling out college applications
- Are you reviewing now for the **December SAT** and/or December **ACT**?
- Consider using the Common Application process www.commonapp.org For applying to historically black colleges and universities (HBCUs), go to <https://commonblackcollegeapp.com> for the Common Application. Do not forget to include the required essay with your Common Application. The Common Application is one application that applies to many colleges and universities. Check to see if your college or university is on the participation list.
- Focus on applying for **scholarships**. See your counselor/advisor to learn what scholarships are available in **November and December**, and don't forget to use the internet resources inside your [Scholarship Compendium](#).
- Work on your letters of recommendation for your colleges. Do not wait until the last minute to ask a teacher or counselor for letters of recommendation. You can use (**Form-1, My Activity Form, and Form-2 The College Admission Essay Writing Form**).
- Before submitting your college essay, **have a parent/guardian/teacher proofread it. Make sure it is addressed correctly to the proper college.** Check out www.collegeessayguy.com for essay help.
- Continue to attend different SAT college fairs. Especially this month's New Castle County-School Counselors Association-College Fair on _____ **at the Bob Carpenter Center** located at the University of Delaware. Call the Bob Carpenter Center @ 831-4016 for more information Go to [NACAC](#) for more information on college fairs.
- At college fairs in person and virtual, inquire about available aid, including merit scholarships based on your academics. Also, remember you are being interviewed when you ask a question, so conduct yourself appropriately.
- Check with your counselor/advisor to ensure your transcript and test scores have been sent to the colleges where you apply for admission.
- FIND SCHOLARSHIPS: [BigFuture College Board Scholarship Search](#)
- *Take all letters you receive pertaining to colleges to your counselor. Have your counselor/advisor make copies of all college-related letters. Keep your original copies inside your C.L.A.S.S. Portfolio.
- Take a moment to review September and October To-Do Activities.
- Anyone interested in applying to the **University of Penn**, should send **Mr. Ralph Sianni an email at rsianni001@hotmail.com** Mr. Sianni is a recruiter for the University of Penn.
- ***Be Careful What You Post on Your Social Networking Sites. Your [Online Image Matters](#) to Colleges and Employers. (Do You Have A Professional Email Address? If Not, Please Create One).
- "Do not panic; it will all work out"***
- SAT test date: _____ Registration deadline _____
Write the date Write the date
- (www.collegeboard.com) SAT's Customer Service @ 1866-756-7346 for students with disabilities call 609-771-7137.
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Write the date Write the date
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Please Share All Information with Your Parents/Guardians.

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December To-Do-Activities

- Work hard to improve your grades/GPA.
- If necessary, register for the January SAT. January could be the last month available to take the test or to submit your application to many colleges. Check the **deadline date** for SAT/ACT and for submitting your **application**. Register for the SAT at www.collegeboard.com and/or ACT at www.act.org.
- Consider using the Common Application process www.commonapp.org or For Black colleges and universities-HBCUs Common Application go to <https://commonblackcollegeapp.com>
- Focus on applying for **scholarships**. See your counselor/advisor to determine what scholarships are available.
- Take control of your academic progress by checking your high school transcript. Ensure you have all the credits and courses required to enroll in college or trade/technical school. Ask your principal to announce or allow you to announce each morning over the intercom the scholarships due each month and to email them to you, your parents/guardians, other relevant individuals, and the graduation class.
- Ensure your counselor/advisor and teachers have the necessary recommendation forms for your application.** You may need to remind them of the deadline date to submit recommendation letters or forms.
- Before you submit your college essay, ensure that you have a parent/guardian/teacher proofread it. Check out www.collegeessayguy.com for essay help.
- Check with your counselor/advisor to ensure that your transcript and test scores have been sent to the colleges where you apply for admission.
- *Take all letters you receive about colleges to your counselor/advisor. Have your counselor/advisor make copies of all college-related letters.** Keep your original copies inside your C.L.A.S.S. Portfolio.
- Keep records of everything inside your portfolio for your reference (e.g., copies of applications, test scores, FAFSA form, etc).
- Take a moment to review September, October, and November To-Do Activities.
- Anyone interested in applying to the University of Penn should e-mail Mr. Sianni at rsianni001@hotmail.com. Mr. Sianni is a recruiter for the University of Penn.**
- Important!** Get ready to complete the FAFSA. To learn about FAFSA, see your counselor/advisor or go to www.fafsa.ed.gov or call the federal student aid information center at (319)-337-5665. You can apply now to get your pin number, which is needed to complete the application.
- Make plans with your parents/guardians to **attend a financial aid night** (See your counselor/advisor for dates).
- "NOW" is not the time to get weary in doing well. You will reap the benefits if you do not quit."***
- FIND SCHOLARSHIPS: [BigFuture College Board Scholarship Search](#)**
- SAT test date: _____ Registration deadline _____
Write the date Write the date
- (www.collegeboard.com) or call SAT's Customer Service @ 1866-756-7346 for students with disabilities call 1609-771-7137.
- ACT test date _____ Registration deadline _____
Write the date Write the date
- (www.actstudent.org) ACT's Customer Service 1319-337-1000. For students with disabilities, call 319-337-1332.

Please Share All Information with Your Parents/Guardians.

"There is nothing in a caterpillar that tells you it's going to be a butterfly."

Have A Merry Christmas and A Blessed New Year!



January To-Do-Activities

- Continue to work hard in your classes.
- Start preparing now for the **AP exam in May**. Find out your school's registration and test dates. Find out from your school's principal or counselor/advisor what to do if you will need accommodations.
- Make plans with your parents/guardians to attend financial aid night/ at local schools. See your counselor for dates and locations. Important!** Get ready to complete the FAFSA. To learn about FAFSA, see your counselor or go to www.fafsa.ed.gov or call the federal student aid information center at (319) 337-5665. You can apply now to get the PIN you need to complete the application. Once you get your PIN, you can start filling out some applications, like name, address, etc.
- If necessary, register for the **March SAT** only and/or Feb ACT Check the **deadline dates** for **SAT /ACT** and for submitting your **application. SAT only register at www.collegeboard.com ACT go to www.act.org.**
- Consider using the Common Application process www.commonapp.org or for Black colleges and universities-HBCUs Common Application go to <https://commonblackcollegeapp.com>
- Don't Quit.** Focus on applying for **scholarships and doing college visits/tours**. See your counselor/advisor to determine what scholarships are available in January.
- Ensure your counselor/advisor and teachers have the necessary recommendation forms from your application(s).** You may need to remind them of the deadline dates to submit recommendation letters or forms. **Be thankful for their time and support towards you! "SAY THANKS TO THEM and BE GRATEFUL!"**
- Before you submit your college essay, ensure that you have a parent/ guardian/teacher proofread it.
- Check with your counselor/advisor to ensure that your transcript and test scores have been sent to the colleges where you apply for admission.
- *Take all letters you receive about colleges to your counselors. Have your counselor make copies of all college-related letters.** Keep your original copies inside your C.L.A.S.S. Portfolio.
- Did you complete your FAFSA in October? If not, do it now. Go to www.fafsa.ed.gov to learn more about FAFSA. Talk with your parents/guardians about filing their income taxes early. This helps colleges to finalize scholarships/financial aid decisions early. Don't Miss Out!
- Remember: Colleges like to see a strong senior year, So Do Your Very Best!**
- SAT test date: _____ Registration deadline _____
Write the date Write the date
- (www.collegeboard.com) SAT's Customer Service @ 1866-756-7346 for students with disabilities Call 1609-771-7137.
- ACT test date _____ Registration deadline _____
Write the date Write the date
- (www.actstudent.org) ACT's Customer Service @ 319-337-1000. For students with disabilities call 319-337-1332.

STAY FOCUSED!

Please Share All Information with Your Parents/Guardians.

"There is nothing in a caterpillar that tells you it's going to be a butterfly."



February To-Do-Activities

- Continue to work hard in your classes.
- Register for the March____ SAT test by Feb____ or the April ACT by____.
- Start preparing for the AP exam in May. Find out your school's registration and test dates. Ask your school's principal or counselor/advisor what to do if you need accommodations.
- SAT Services for students with disabilities call 609-771-7137. ACT disabilities services 319-337-1332.
- C.L.A.S.S. Presents – “*Dreams Do Come True*” **On-The-Spot Events - Date TBA.**
- Remember to monitor your application(s) to ensure that all materials are sent and received on time and that they are complete. Stay on top of things, and don't procrastinate!**
- Take control of your academic progress by checking your high school transcript. Ensure you have all the credits and courses required to enroll in college or trade/technical school. Ask your principal to announce or allow you to announce each morning over the intercom the scholarships due each month and to email them to you, your parents/guardians, other relevant individuals, and the graduation class.
- If you have completed your FAFSA, you should receive your Student Aid Report (SAR) within 4 weeks of submitting it. Review the SAR carefully with a parent/guardian and check for any inaccuracies (notify the college of any changes). If you do not receive your SAR within 4 weeks, contact FAFSA at www.fafsa.ed.gov or call (319) 337-5665.
- If you have not sent in your completed **FAFSA** yet, do so or complete the form online at www.fafsa.ed.gov.
- Continue to complete scholarship applications. You may be eligible for more scholarships than you think, so apply for as many as you can!
- If you plan to play sports in college and have not yet filed the proper paperwork with the NCAA Clearinghouse, see your coach, athletic director, or counselor/advisor, or go to www.ncaa.org/.
- Check with your counselor/advisor to ensure your transcript and test scores have been sent to the colleges you are applying to.
- *Take all letters you receive in the mail about college/scholarships to your counselor/advisor. Have your counselor/advisor make copies of all college/scholarships related letters. Keep your original copies inside your C.L.A.S.S. Portfolio.**
- Don't get senioritis. Don't get senioritis. Don't get senioritis!!!
- Remember: Colleges like to see a strong senior year, So Do Your Very Best!**
- SAT test date: _____ Registration deadline _____
Write the date Write the date
- (www.collegeboard.com) SAT's Customer Service @ 1866-756-7346 for students with disabilities call 1609-771-7137.
- ACT test date _____ Registration deadline _____
Write the date Write the date
- (www.actstudent.org) ACT's Customer Service @1319-337-1000. For students with disabilities, call 319-337-1332.

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March To-Do-Activities

- Don't give up! Yes, You Can! Yes, You Can! Yes, You Can! Yes, You Can! Yes, You Can!
- Register for the May/June SAT and/or April/June ACT.
- Continue to prepare for the AP exam in May. Find out your school's registration and test dates. Find out from your school's principal or counselor/advisor what to do if you need accommodations.
- Do you need a job? Will Work! Be on the lookout for a Will Work Event! Date TBA.*
- Remember to monitor your application(s), especially students who made on-the-spot admissions, to ensure that all materials are sent and received on time and that they are complete. Stay on top of things, and don't procrastinate!!!**
- If you completed a FAFSA, you should receive your Student Aid Report (SAR) within 4 weeks after submitting the FAFSA. Review the SAR carefully and check for any inaccuracies. Notify the college of any changes. If more than four weeks have passed and you have not received your SAR, contact FAFSA at www.fafsa.ed.gov or call (319) 337-5665.
- Take control of your academic progress by checking your high school transcript. Ensure you have all the credits and courses required to enroll in college or trade/technical school. Ask your principal to announce or allow you to announce each morning over the intercom the scholarships due each month and to email them to you, your parents/guardians, other relevant individuals, and the graduation class.
- If you have not sent in your completed FAFSA yet, please do so or complete the form online at www.fafsa.ed.gov.
- Stay focused in your classes.** Don't risk losing your scholarship and admissions money because of slipping grades.
- Continue to complete scholarship** applications. You may be eligible for more scholarships than you think, so apply for as many as you can!!!!
- If you plan to play sports in college** and have not yet filed the proper paperwork with the NCAA Clearinghouse, see your coach, athletic director, or counselor/advisor, or go to www.ncaa.org.
- Check with your counselor/advisor** to ensure your transcript and test scores have been sent to the colleges where you are applying for admissions.
- *Give all letters you receive about colleges/scholarships** to your counselor/advisor. Have your counselor/advisor make copies of all college/scholarship-related letters. Keep your original copies inside your C.L.A.S.S. Portfolio.
- *Don't get senioritis, and don't give up!
- SAT test date:** _____ **Registration deadline** _____
Write the date Write the date
- (www.collegeboard.com) SAT's Customer Service @ 1866-756-7346 for students with disabilities call 1609-771-7137.**
- ACT test date** _____ **Registration deadline** _____
Write the date Write the date
- (www.actstudent.org) ACT's Customer Service @1319-337-1000. For students with disabilities, call 319-337-1332.**

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April To-Do-Activities

- Don't slack off in your classes!
- Do you need a job? Attend **Will Work!** Job fair. Date TBA
- The AP exam is in May. Find out your school's registration and test dates. Ask your school's principal or counselor/advisor what to do if you need accommodations.
- College acceptance letters and financial/scholarship awards will begin to arrive. Weigh your options with your parents/guardians. The right, most effective, and wise choice may not be your most popular decision.
- Use your **Considering College Form 3** when Evaluating a College/University.
- If you know which college/university you will attend, send your tuition deposit and follow all other instructions for admitted students. **Be proud of yourself for having** completed a difficult task. **Don't forget to thank your parents/family members, friends, bus drivers, crossing guards, custodians, Pastor/ church leaders, teachers/staff, community and business leaders, counselors/advisors, etc.**
- Take control of your academic progress by checking your high school transcript. Ensure you have all the credits and courses required to enroll in college or trade/technical school. Ask your principal to announce or allow you to announce each morning over the intercom the scholarships due each month and to email them to you, your parents/guardians, other relevant individuals, and the graduation class.
- There are still more scholarships for which you can apply. Take advantage of the time because most students will not. Don't get weary - Stay focused on applying for scholarships. See your counselor/advisor to see what scholarships are available in April, May, and June. Go to for **free scholarships** <https://www.mannersfirst.org/free-scholarships/>
- Check with your counselor/advisor to ensure your transcript and test scores have been sent to the colleges where you apply for admission. Also, ensure that all the application requirements are fulfilled. Call and speak personally with an admissions officer. Ensure you write/document all important information about the conversation and get the admissions officer's name and direct phone number if necessary.
- *Take all letters you receive about colleges to your counselor. Have your counselor/advisor make copies of all college-related letters. Keep records of everything inside your CLASS portfolio -- e.g., copies of applications, test scores, FAFSA form -- for your resources.
- *Don't get senioritis *Don't get senioritis *Don't get senioritis *Don't get senioritis.
- Be careful about what you post on your social networking sites. Your Online Image Matters to Colleges and Employers. (Do You Have A Professional Email Address? If Not, Please Create One).
- Questions about housing, contact the college(s) you submitted your application or speak with your counselor/advisor**
- SAT test date: _____ Registration deadline _____
Write the date Write the date
- (www.collegeboard.com) SAT's Customer Service @ 1866-756-7346 for students with disabilities call 1609-771-7137.
- ACT test date _____ Registration deadline _____
Write the date Write the date
- (www.actstudent.org) ACT's Customer Service @1319-337-1000. For students with disabilities, call 319-337-1332.

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May-June-July To-Do-Activities

○ May To-Do-Activities:

- Are you ready to take the AP exam? Yes or No?
- Take all letters about financial aid, scholarships, grants, and awards to your counselor/advisor
- Ask your counselor/advisor to send your final transcript to the college/university you plan to attend, including athletes. Also, send the final transcript to the college/university if you plan to play sports.
- Review the financial aid letters you received. If you need to lobby for more money, ask your counselor/advisor to call on your behalf and have your parents/guardians call the financial aid office at your college. Your parents and guardians may be asked to appeal in writing, stating your reasons for needing more funds.
- Check the date to see when your tuition deposit is due for the college/university you have chosen. **As a courtesy**, notify the other colleges/universities that accepted you and let them know you have selected another college/university.
- Congratulations! You Will Do Well! Be Sure To THANK GOD!!!***
- Important: With your parents/guardians' permission, ask some teachers, church leaders, or community leaders to mentor you through your college career or work. This will benefit you in the long run.**

○ June To-Do-Activities:

- Ask your counselor/advisor to send your final transcript to the college/university you plan to attend, including athletes. Also, send the final transcript to the college/university if you plan to play varsity sports.
- Pay attention to college/university due dates: room and board, meal plan, etc. If necessary, request a payment plan allowing you to pay in installments. You may be able to use some overlapping scholarship monies for other college-related expenses. **Have a safe and blessed summer!**

○ July To-Do-Activities:

- Look for information in the mail from the college about housing and roommates.
- Contact your college for a list of things you will need.

○ Resources for personal and public safety:

- Be sure to contact your college/university or workplace to obtain information on personal safety. For Johns Hopkins Public Safety, go to <http://www.jhu.edu/~security/contact.html> or call 410-516-4600. For the University of Delaware's public safety office, go to the publicsafety@udel.edu website or call the University of Delaware at (302) 831-2222. **You may be able to locate your college's information on the web by googling "public safety" and the name of the college you are planning to attend.**

BE SURE TO THANK GOD For Helping You!!!

- Thank all your teachers and school staff, including the crossing guards, custodians, cafeteria workers, maintenance workers, and bus drivers, and yes, your parent/guardians and other family members, classmates, pastors/church leaders, community and business leaders, and friends.**
- ***This Summer, Please Make Wise and Thoughtful Decisions with Your Friends. Re-think it! Re-think it! Re-think it! Let Nothing or No One Hold You Back! Re-think it!**
- Be Blessed! "You Are Created for Greatness and To Do Good Works..."**

Please Share All Information with Your Parents/Guardians.

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College Forms



- Activity [Form 1](#)
- College Admission/Essay Writing [Form 2](#)
- Considering College [Form 3](#)
- College Visit [Form 4](#)
- Make extra copies of each Form.**



A Vision That Exposes All Students to Success

www.mannersfirst.org

My Activity Form-1

Volunteer/ Service-Learning Hours

Where: _____ Date: _____

Duties: _____

Total Hrs: _____

Volunteer/ Service-Learning Hours

Where: _____ Date: _____

Duties: _____

Total Hrs: _____

Other Activities, e.g., band, sports, clubs, plays/theater, etc....



The College Admission Essay Writing Form-2

(Use this form to write your college essay and share it with your references)

Words that describe me:

Things my family and friends say I am good at:

Three experiences that have shaped my life:

Related awards and accomplishments:

Important points to make in my essay:

My strengths:

My 3 favorite hobbies:

Three people I can use for letters of recommendation (please ask the person first)

Parent/guardian signature: _____

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College Visit Form-4

(Use this form when you visit colleges/universities)
Make extra copies.

Name of the college or university: _____ location: _____
College rank _____

Date of Visit: _____ Admission officer: _____ Contact # _____

My Reasons for wanting to attend this college/university?

My View of the student population:

Academic: Does the college have a rigorous curriculum? What makes the curriculum more rigorous than other schools?

The overall look of the campus includes the facilities, safety, dorms, library, internet system, student centers, meal plans, social activities, diversity, and hours of operation.

What is unique about this college/university?

What do you dislike about this college/university?

How would you rate this college? (On a scale of 1 to 5, 5 being the highest). _____

Parent/guardian signature: _____ Date: _____

If necessary, use the back of this page for your notes.

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C.L.A.S.S. ©



Entrepreneurship Resources for Students

Initiative- Access our free Entrepreneurship & Innovation Education Starter Kit for Parents and Educators.

BUILD's mission is to use entrepreneurship to ignite the potential of youth from under-resourced communities and propel them to high school, college & career success. We teach students how to build a business and become the CEO of their own lives. Students grow in six core social-emotional skills while working in small groups to generate ideas, pitch for funding, and launch a product offering. Our ultimate goal is to promote social equity and create a more diverse workforce for the future.

TiE Young Entrepreneurs is a global program that fosters the next generation of entrepreneurs. TiE focuses on teaching entrepreneurship to high school students and helping them discover the rewards and challenges of becoming entrepreneurs.

- ❑ [50 Best Small Business Ideas for High School Students in 2020](#)
- ❑ [Jump Straight from the Classroom to Entrepreneurship](#)
- ❑ [Penn Wharton Entrepreneurship](#)
- ❑ <https://www.forbes.com/30-under-30/2023/>

Below are some very important websites that you can visit often!

Financial Resources for Homeless Students Seeking or Attending College

- ❑ [The Ultimate Guide for Financial Aid and FAFSA Guide for College Students](#)
- ❑ [College Access and Success for Students Experiencing Homelessness](#)
- ❑ [UNDOCUMENTED STUDENTS- YOU Can Go To College-COLLEGE BOARD-](#)
- ❑ [Scholarships for Latino and Hispanic Students](#)
- ❑ [Becas Universitarias para Estudiantes Hispanos y Latinos](#)
- ❑ [College Scholarships for LGBTQ Students](#)
- ❑ [College Scholarships for Minority Students](#)
- ❑ Florida University Homeless Tuition Exemption. [Detailed criteria of qualifying for tuition exemption](#)<http://sas.fiu.edu/fpp/homeless-tuition-exemption/>
- ❑ [FAFSA TIPS for Unaccompanied Youth Without Stable Housing](#)
- ❑ [Federal Student Aid and Homeless Youth Questions and Answers](#)
- ❑ [College and Career Counseling for students experiencing Homelessness-](#)
Valuable information. Especially Appendix D. Helpful websites & resources
- ❑ State Laws Supporting College Students Experiencing Homelessness. <https://www.schoolhouseconnection.org/state-laws-supporting-college-students-experiencing-homelessness/>
- ❑ Public Service Loan Forgiveness Program. [https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service.](https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service)
- ❑ Help Tool <https://studentloans.gov/myDirectLoan/pslfflow.action#!pslf/launch>



- ❑ College Board Opportunity Scholarships and More. <https://pages.collegeboard.org/scholarship-opportunities-from-collegeboard>
- ❑ Scholarship Search Engine <http://www.collegescholarships.org/grants/states/delaware.htm>
- ❑ Five Ways to Pay for Your College Education <https://www.gecu.com/community-culture/blog/BlogArticle3-Saving-for-College>
- ❑ <https://www.gecu.com/community-culture/blog/BlogArticle3-Saving-for-College>
- ❑ [Marie Woodson, wants to tackle Florida's Rampant Homelessness Problem](#)

National Resources for College Students

- ❑ [Tips for Helping Homeless Youth Succeed in College](#)
- ❑ [Homeless Youth and Higher Education-Resources, Programs and Awareness for College Students in Need](#)
- ❑ [Homeless Higher Education](#)
- ❑ [Center for Online Education](#)
- ❑ [State Coordinators of Homeless Student Education](#)- National Association for Education of Homeless Children & Youth provides directories for each state's homeless education liaison.
- ❑ The [College & University Food Bank Alliance](#) is a professional organization of campus-based programs focusing on alleviating food insecurity, hunger, and poverty among college and university students in the United States.
- ❑ [SchoolHouse Connection](#) provides strategic advocacy and practical partnerships at national, state, and local level. SchoolHouse Connection has been active in advocating for all the policies that are in place for homeless education: the McKenney -Vento Act and the Higher Education Act and FAFSA rules.
- ❑ [College Access and Success for Students Experiencing Homelessness](#)
- ❑ [Best Online Guide to Food Insecurity Support for Master's Students -](#)
- ❑ [Providing Opportunities for the Education of Students Experiencing Homelessness](#)
- ❑ <https://www.counselingpsychology.org/homeless-college-resources/> “Everyone was talking about going to college, and I was like, “Oh, I can’t do that.”
- ❑ <http://youcango.collegeboard.org/College> planning for home school students
- ❑ <https://bigfuture.collegeboard.org/for-parents/planning-for-college/college-planning-for-homeschoolers>
- ❑ [How America Pays for College Sallie Mae’s national study of college students and parents](#)
- ❑ For a complete list of available scholarships, go to free scholarships, go to <https://www.mannersfirst.org/free-scholarships/>
- ❑ For college and career resources, go to www.mannersfirst.org
- ❑ <https://www.mannersfirst.org/how-to-select-a-career/>
- ❑ <https://www.mannersfirst.org/how-to-prepare-for-the-test/>
- ❑ <https://www.mannersfirst.org/how-to-select-a-college/>
- ❑ <https://www.mannersfirst.org/how-to-apply-for-admissions/>

What If...?

- ❑ If We Idolized Teachers/Counselors Like Entertainers and Pro Athletes-
YouTube Video



Rap and Hip-Hop Stars

80 artists and groups who have made Rap and Hip-Hop enduring music styles.



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Final Thoughts

Final Thoughts

Whatever you do, do it wholeheartedly...

"If a [person] is called to be a street sweeper, he should sweep streets even as Michelangelo painted, or Beethoven composed music, or Shakespeare wrote poetry. He should sweep streets so well that all the hosts of heaven and earth will pause to say, here lived a great street sweeper who did his job well."

Martin Luther King, Jr.

"I Care and I Am Willing to Serve" by Marian Wright Edelman

Lord I cannot preach like Martin Luther King, Jr.,
or turn a poetic phrase like Maya Angelou
but I care and am willing to serve.

I do not have Fred Shuttlesworth's and Harriet
Tubman's courage or Franklin and Eleanor Roosevelt's political skills
but I care and am willing to serve.

I cannot sing like Fannie Lou Hamer
or organize like Ella Baker and Bayard Rustin
but I care and am willing to serve.

I am not holy like Archbishop Tutu,
forgiving like Mandela, or disciplined like Gandhi
but I care and am willing to serve.

I am not brilliant like Dr. W.E.B. Du Bois or
Elizabeth Cady Stanton, or as eloquent as
Sojourner Truth and Booker T. Washington
but I care and am willing to serve.

I have not Mother Teresa's saintliness,
Dorothy Day's love or Cesar Chavez's
gentle tough spirit
but I care and am willing to serve.
God it is not as easy as it used to be
to frame an issue and forge a solution
but I care and am willing to serve.

My mind and body are not so swift as in youth
and my energy comes in spurts
but I care and am willing to serve.
I'm so young
nobody will listen
I'm not sure what to say or do
but I care and am willing to serve.
I can't see or hear well
speak good English, stutter sometimes, am afraid of criticism
and get real scared standing up before others
but I care and am willing to serve.



Contact

The MannersFirst Institute of Learning and Knowledge - The MILK

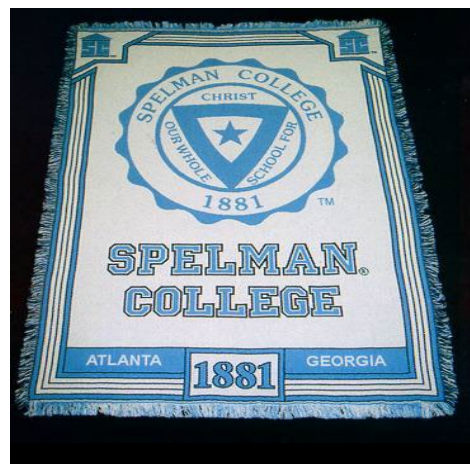
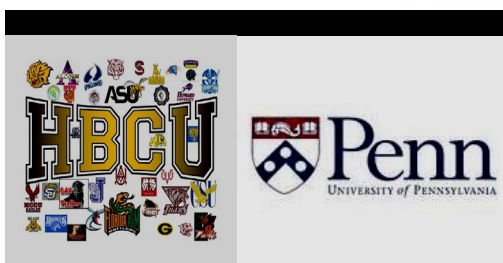
info@mannersfirst.org



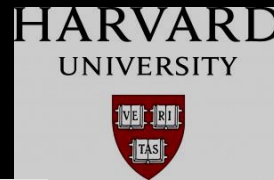
Please Share All Information with Your Parents/guardians.

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"There is nothing in a caterpillar that tells you it's going to be a butterfly."



MannersFirst **EDU**



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C.L.A.S.S. College Guide©

A Vision That Exposes All Students to Success

El Roi

