

APPLIED SCHOLASTICS ACHIEVEMENT PROGRAM™

Achieving Student Academic Proficiency...ASAP

STARTING YOUR APPLIED SCHOLASTICS ACHIEVEMENT CENTER

1. Fill out your license application and licenses and send them to the Applied Scholastics International Headquarters at 11755 Riverview Drive, St. Louis Mo. 63138
2. Look over the Flow Chart on getting started.
3. Work out who will be the Center Teacher that will get trained, who will then train your tutors.
4. Get the Center Teacher on board and ready to get trained.
5. Work out where your Center Teacher will get trained and if there is not a local Applied Scholastics Training Center then work out the Center Teacher coming to the International Training Center in St. Louis Missouri. Call 877-75-LEARN, ask for the Course Registrar and get assistance to work this out.
6. Send your Center Teacher to get trained.
7. If you have not already done so work out how to get your Applied Scholastics Achievement Center start up kit.
If you need to work out funding to get your kit then use the How To Fundraise For Your ASAP Center Checklist to help you.
8. Do the steps of the How To Fundraise For Your ASAP Center Checklist to raise funds to support your center and to bring in students.
9. Work out where you are going to set your center up. If you have existing space then use the Setting Up Your Tutoring Area Checklist and get it set up.
10. Work out a simple flier that announces the opening of your Applied Scholastics Achievement Center or use the one provided to you and send it out and give it out to everyone you know.
11. Work out a simple flier that asks for volunteers and tutors or use the one provided to you and start recruiting the tutors your Center Teacher will train.
12. Work out a simple flier promoting the tutoring or use the one provided to you and start giving it out to parents.
13. Make an appointment with the principal in the school near you and go and introduce your program to him or her. See what help you can be to them. See if there is funding to tutor kids or if jointly you can raise local support from businesses to get kids tutored.
14. Recruit for a retired school administrator who knows how to write grants and get him or her busy writing funding requests to support the center and also funding requests to pay for students tutoring.
15. When your Center Teacher completes his or her training then get set times worked out and get your Tutors trained.
16. Set up Parent Workshops for your Center Teacher to do and promote them to all the parents you know. Use these workshops to get volunteers and students. Also get the parents to help you with contacts for support and funding.
17. As soon as the Tutors are trained, start tutoring!