

2008-2009 Checklist of AAP Chairman Activities

Ongoing

- Encourage enthusiastic, committed, knowledgeable alumni to be AAP volunteers.
- At the request of the Admission Office, assign volunteers to represent Vassar at local college fairs.

September

- Office of Admission sends you a list of AAP volunteers in your area.

October

- By October 17: Receive first list of students to interview from the Admission Office and assign interviews to committee volunteers.*

November

- By November 7: Receive additional list of students to interview from the Admission Office (including the final Early Decision Round I applicants whose interview reports must be submitted by December 1) and assign interviews to committee volunteers.*

- By November 28: Receive additional list of students to interview from the Admission Office and assign interviews to committee volunteers.*

December

- December 1: Last day to submit interview reports for Early Decision Round I applicants.

- By December 19: Receive additional list of students to interview from the Admission Office (including the final Early Decision Round II applicants whose interview reports must be submitted by January 19) and assign interviews to committee volunteers.*

* Dependant on the number of applicants in your area

January

- By January 7: Receive additional list of students to interview from the Admission Office and assign interviews to committee volunteers.*
- January 19: Last day to submit interview reports for Early Decision Round II applicants.
- By January 21: Receive additional list of students to interview from the Admission Office and assign interviews to committee volunteers.*

February

- By February 1: Receive final list of students to interview from the Admission Office and assign interviews to committee volunteers.*
- February 27: Last day to submit interview reports for Regular Decision applicants.

April

- Receive list of **admitted** students from the Admissions Office and assign volunteers to congratulate students admitted to the freshman class.
- Optional: Hold reception for admitted students and their families.

May

- Receive list of **enrolling** students from the Admissions Office and oversee "Welcome to the Vassar Family" phone calls and emails to enrolling students.

June

- File an annual report of activities and suggestions with the Office of Admission.

July/August

- Optional: Hold a reception to introduce the incoming freshmen to alumni and other Vassar students from the area.