**Tips & Resources**

Congratulations! Launch Year marks the first year as an open NAF academy that joins the NAF network with full membership status. Here are tips and resources to assist the academy team in implementing the NAF design.

**Tips**

Celebrate! Prepare a [press release](https://ash.naf.org/public/downloadable-resource/index/new-academy-press-release-template) to announce the opening of the academy and plan an official academy launch event for the community, such as:

* Social events for marketing and recruitment opportunities:
* NAF banner hanging ceremony or ribbon cutting
* Orientation for academy students and parents before the school year starts
* Continental breakfast for parents and advisory board members

Schedule a strategic planning meeting for the academy team to:

* Access resources in the Academy Support Hub (ASH).
* Assign academy team roles and responsibilities.
* Plan regular team meetings (weekly, bi-weekly, monthly).
* Identify standards of practice in need of improvement.
* Create goals and strategic actions to achieve the designated standards of practice.
* Consider developing sub-committee teams:
  + Curriculum & Academy Structure
  + Advisory Board & Work-Based Learning
  + Student Recruitment & Marketing
  + Fundraising
* Review the [Sample Meeting Agenda](https://ash.naf.org/public/downloadable-resource/index/academy-team-meeting-agenda-template).
* Review Marketing Library for student orientation resources.
* [Student Recruitment Guide](https://ash.naf.org/public/downloadable-resource/index/student-recruitment-guide)
* [Counselor's Packet](https://ash.naf.org/public/downloadable-resource/index/naf-packet-counselors)

Getting started resources for academy quality process:

* [Academy Team](https://ash.naf.org/public/downloadable-resource/index/academy-team-roster-template) is a multi-disciplinary group with representation from the district, school administration, academy, parents, students, civic, business, and postsecondary communities. At least three or more members meet regularly to discuss career-themed integration along with work and project-based learning.
* [Academy Snapshot](https://ash.naf.org/public/downloadable-resource/index/academy-snapshot) is a self-assessment tool that determines the academy team's progress in developing a high-quality NAF academy program. Identify standards of practice in need of improvement then create action plan goals and strategic actions to meet the designated standards.
* [Strategic Action Planning Tool](https://ash.naf.org/public/downloadable-resource/index/strategic-action-planning-tool) provides recommended goals and strategic actions for the four elements of the NAF design for continuous academy improvement.
* [Academy Quality Process Key Dates](https://ash.naf.org/public/downloadable-resource/index/academy-quality-process-key-dates) for NAF's annual academy quality process.

**NAF Support Team**

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| Contact NAF's Support Team (help desk) for general inquiries at [support@naf.org](mailto:support@naf.org).  Common topics include: NAF's Online Systems, Corporate Engagement & Relations, Work-Based Learning, Future Ready Learning (Curriculum), and Marketing & Communications |

**Quick Access Resources**

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| **Academy Team**   * Review [Academy Team Roster](https://ash.naf.org/public/downloadable-resource/index/academy-team-roster-template) and identify missing roles * Establish a meeting schedule (weekly, bi-weekly, monthly) for academy team planning * Create standing agenda | [Sample Meeting Agenda](https://ash.naf.org/public/downloadable-resource/index/academy-team-agenda-template) |
| **Quality Level Process**   * Review [AA Evidence Checklist](https://ash.naf.org/public/downloadable-resource/index/academy-assessment-evidence-checklist) * Determine the process for collecting and sharing artifacts * Academy Assessment [Sample](https://ash.naf.org/public/downloadable-resource/index/academy-assessment-sample)   ***Note:*** *AA is optional in Launch Year. Alternatively, complete the* [*Academy Snapshot*](https://ash.naf.org/public/downloadable-resource/index/academy-snapshot) *to update Action Plan.* |
| **Action Planning**   * Use Assessment results to develop your [online](https://ash.naf.org/public/action-plan) action plan | [Template](https://ash.naf.org/public/downloadable-resource/index/action-plan-template) * Update academy goals and associated strategic actions * Refer to the [Strategic Action Planning Tool](https://ash.naf.org/public/downloadable-resource/index/strategic-action-planning-tool) for suggested goals and strategic actions |
| **NAF Membership Portal – Academy Support Hub (ASH)**   * Access ASH using NAF’s single-sign-on service | [Creating a NAF Account](https://ash.naf.org/public/article/index/creating-a-naf-account) |
| **Program of Study**   * Review [Future Ready Learning](https://ash.naf.org/public/learning) (student curriculum) * Explore Projects | [NAF AOE Expeditions](https://ash.naf.org/public/learning/projects/engineering) * Learn More About [KnoPro](https://www.knopro.org/) | [KnoPro Challenge Flyer](https://ash.naf.org/public/downloadable-resource/index/knopro-one-pager) |
| **Outcomes Driven Work-Based Learning (ODWBL)**   * Review [Work-Based Learning Standards](https://ash.naf.org/public/downloadable-resource/index/work-based-learning-standards1) * Learn about NAF’s [Outcomes-Driven WBL](https://ash.naf.org/public/video/index/odwbl-overview-video) approach * Explore [Work-Based Learning](https://ash.naf.org/public/wbl/prepare-for-wbl) resources * Update the WBL Plan | [Template](https://ash.naf.org/public/downloadable-resource/index/work-based-learning-plan-and-calendar) |
| **Advisory Board (AB) Development**   * Review [Advisory Board Overview](https://ash.naf.org/public/downloadable-resource/index/naf-advisory-board-overview) * Review [Advisory Board Best Practices](https://ash.naf.org/public/advisory-board/overview-best-practices) * Review [Starting a Board Checklist](https://ash.naf.org/public/downloadable-resource/index/starting-board-checklist) * Review Partner Recruitment Plan | [Recruit Members](https://ash.naf.org/public/advisory-board/recruit-new-members) |
| **Marketing & Branding – Visit** [ASH](https://ash.naf.org/public/marketing-library)   * Contact NAF Marketing & Communications to [request a custom logo](https://form.asana.com/?k=9IyLuJFANalp4vdJA7rCwA&d=95952270886187) * Consider purchasing NAF clothing and gear - Visit <http://store.naf.org/> |