**YOP Graduation Readiness Meeting: [Click to INSERT Academy Name]**

**Date:** Click to Insert Date| Insert Time

| **Agenda** |
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| 5min. | **Welcome** * Agenda Review
* Introductions
	+ Reflection: YOP process
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| 20 min. | **YOP Graduation Readiness*** Academy Lead discusses the current status of the academy design plan | [Snapshot Sample](https://ash.naf.org/public/downloadable-resource/index/year-of-planning-snapshot)
* Confirm evidence upload status | [YOP Evidence Checklist](https://ash.naf.org/public/downloadable-resource/index/year-of-planning-evidence-checklist)
* Identify tentative YOP Graduation date: **[Click to Insert Date]**
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| 2min. | **YOP Graduation Meeting | What to Expect*** Academy Lead provides an overview of the academy design plan
* Academy Lead discusses evidence for each NAF standard, describes academy practices, and identifies areas for improvement to receive associated support and resources
* A final assessment score of 15 or above confirms eligibility to join the academy network
* Academy Team identifies areas for growth and enhances the Action Plan by setting clear goals and strategic actions for Launch Year
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| 3min. | **Next Steps**1. Confirm YOP Graduation date: [Click to Insert Date]
2. Ensure all evidence for identified strategic actions marked as accomplished is collected
3. Upload electronic evidence directly into the online YOP Assessment no less than two weeks before the graduation meeting | Evidence Upload Deadline: [Click to Insert Date]
4. Notify your portfolio manager when your [online YOP Assessment](https://ash.naf.org/public/quality-center.assessment/select-assessment) responses are visible in ASH, and evidence upload is complete
5. Share the YOP Graduation invitation with ADT and provide PM with the list of invited guests
6. Register for [NAF Next 2024](https://naf.org/about/naf-next/): July 8-11, to be held in Kissimmee, FL
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| **Admissions Resources*** [YOP Assessment - Sample](https://ash.naf.org/public/downloadable-resource/index/year-of-planning-assessment-sample)
* [YOP Evidence Checklist](https://ash.naf.org/public/downloadable-resource/index/year-of-planning-evidence-checklist)
* [YOP Graduation Agenda - Sample](https://ash.naf.org/public/downloadable-resource/index/year-of-planning-graduation-agenda-template)
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