**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 on the YOP process
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| 20 min. | **YOP Graduation Readiness*** Academy Lead presents 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 a tentative YOP Graduation date: **[Click to Insert Date]**
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| 2min. | **What to Expect at the YOP Graduation Meeting*** Academy Lead provides an overview of the Academy Design Plan.
* Academy Lead summarizes the evidence for each NAF standard, describes academy practices, and prioritizes areas for improvement, highlighting NAF support needs.
* Academy Team identifies areas for growth and enhances the Action Plan with clear goals and strategic actions for Launch Year.
* A final assessment score of 15 or above confirms eligibility to join the academy network.
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| 3min. | **Next Steps**1. Coordinate with the academy team to confirm availability and schedule the YOP Graduation: [Click to Insert Date].
2. Ensure all evidence for identified strategic actions marked as accomplished is uploaded directly into the online YOP Assessment no less than two weeks before the graduation meeting | Evidence Upload Deadline: [Click to Insert Date].
3. Notify your portfolio manager when your [online YOP Assessment](https://ash.naf.org/public/quality-center.assessment/select-assessment) and evidence upload are complete.
4. Share the YOP Graduation invitation with ADT and provide PM with the list of invited guests.
5. 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)
* [YOP Graduation Checklist - ASH](https://ash.naf.org/public/academy-development.yop?slug=graduation)
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