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

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

| **Agenda** | |
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| 5 min. | **Welcome**   * Agenda Review * Introductions   + Reflection on the YOP process |
| 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]** |
| 2 min. | **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. |
| 3 min. | **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 |
| **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) | | |