

## ***United States Air Force High School Educators Program***

### ***PROGRAM MANAGER***

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### ***PURPOSE OF PROGRAM***

This program has been in existence since 1964 when the Academy realized the importance of the "first contact" concept - students seeking guidance from high school educators on college choices.

The objective of the program is to train educators in the process of identifying potential candidates for the Academy. This is accomplished through visiting the campus facilities, receiving briefings from the various staff agencies on the Academy, and spending time with the cadets.

### ***APPLYING FOR THE PROGRAM***

The Admissions Office, through the school ETS code, tracks productivity from the school the educator represents for a period of three years. This information provides us information on program effectiveness and target marketing area, therefore educators recommended for attendance should not be within three years of retirement. We also prefer only one educator from a school, but in some cases, will accept two (e.g., the school has a large student population).

The deadline to apply for the program is 30 June 2009 (see program application). Invitation/registration information is sent to the educators by mid-July to the educator's home address with a deadline to formally register by the end of September.

## ***VISIT DATES AND PROGRAM***

**We will have a November and December program. Dates will be determined by May 2009**

**It is the educator's choice which date to attend.**

This is a Sunday through Wednesday program. Educators are welcome to come in early or stay after the visit (up to 7 days either way); however, they do so at their own expense, except for the airline ticket.

## ***COSTS***

### **HOTEL (Educator):**

Admissions Programs Office arranges the location of the lodging. The hotel selected offers government rates (far below market rate), great service and outstanding amenities. Approximate cost for lodging is approximately \$250 for 3 nights. Exact lodging information will be sent with the invitation/registration package.

Educators may stay with friends or relatives that are in the Colorado Springs area.

### **TRAVEL (Academy):**

The Academy pays for and arranges all airline travel. Because the educators are traveling on government orders, they are subject to the arrangements we make for them. The Academy, through the Air Force, contracts with certain airlines and all flights go from the educator's requested place of departure (or nearest contracted airport) into Colorado Springs and return. We do not authorize or arrange any deviations in flights. Educators can drive if they live within 8 hours of Colorado Springs; however, they need to coordinate with the Programs Office in advance. They will be reimbursed for gas mileage.

Arrangements will be made to pick up and return the educators to the Colorado Springs Airport from the hotel (more information follows after registration) and we provide transportation to and from all scheduled events during the orientation.

### **MEALS (Academy through Reimbursement):**

The educators are put on government orders and will be paid a daily per diem for meals. The educators, however, do need to pay for their meals upfront and then upon completion of the orientation, they are paid the prevailing per diem for Colorado Springs at the time of the visit, approximately \$154.00.

## SPOUSE/GUEST

A spouse or a guest can attend. The spouse or guest will be required to pay for their own transportation here and the activities they wish to participate in.

## THE PROGRAM – A QUICK OVERVIEW AND SAMPLE AGENDA

Sunday is a travel day with an opening Meet and Greet dinner at the hotel that evening.

Monday will consist of briefing on the overall mission of the Air Force Academy and Admissions “training”. Lunch is at the Football Stadium pressbox followed by tours of the various Academy facilities. Dinner may be on your own that evening, or if an Academy sporting event is scheduled, we’ll plan on taking the group somewhere for dinner then to the game.

Tuesday morning we will have briefings followed by time with the cadets. You will go with a cadet escort to two classes and lunch at Mitchell Hall. After lunch, we will have time with the Dean of Faculty and then proceed to other campus areas of interest. Dinner may be at Mitchell Hall followed by entertainment from our Cadet Performing Choir.

### Sunday – Travel – Check-in

Location: Hotel  
 Registration: 9:00 AM – 5:30 PM  
 Dress: Civilian – Casual/Military - UOD

6:00 PM – 8:00 PM	Meet and Greet Dinner	Hotel
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### **Monday**

Location: USAFA  
 Dress: Civilian - Casual with Comfortable Shoes/Military - UOD

MORNING SESSION		
6:00–7:30 AM	Breakfast Available at Hotel	
7:45	Depart Hotel for USAFA -	Meet in Lobby- 7:35AM
8:15	<b>Director of Admissions</b>	
8:45	<b>Break</b>	
8:55	<b>Academy Overview Presentation</b>	
9:30	Break	
9:45	The Admissions Process	
11:00	Break/Depart for Lunch	
AFTERNOON SESSION		
11:30	Lunch with Athletic Department Coaches	
12:15	Athletic Recruiting	
1:15	Depart Press box for Field House	
1:30	Tour Field House and Athletic Facilities	
2:30	Depart Field House for Airfield	
2:45	Airfield Briefing and Tour	
3:45	Depart Airfield for Visitor Center	
3:50	Visitor Center – Shop and View Displays	
4:45	Depart Visitor Center for Dinner and/or Activity	

### **Tuesday**

Location: USAFA  
 Dress: Civilian - Casual with Comfortable Shoes/Military - UOD

MORNING SESSION		
6:00-7:30 AM	Breakfast Available at Hotel	
7:45	Depart Hotel for USAFA– Fairchild 4D60	Meet in Lobby- 7:35 AM
8:15	Commandant of Cadets	
9:00	Break	
9:10	Presentation by Admissions Liaison Officer	
9:40	Match-up with Cadet Escorts (You will be attending 3 <sup>rd</sup> and 4 <sup>th</sup> period classes, and lunch with your cadet at Mitchell Hall)	
AFTERNOON SESSION		
12:20 -12:30 PM	Cadets return Educators to front of Mitchell Hall	
12:35	Proceed to Dean’s Conference Room	
12:45 – 1:30	Dean of Faculty	
1:35	Break/Depart for Library	
1:45	Tour of Library	
2:30	Group Photo on Steps of Spiral Staircase in Library	
2:35	Break/Depart for Meeting Room – Fairchild 4D60	
2:45	Cadet Panel	
3:30	Depart Fairchild Hall for Chapel	
3:45	Chapel Briefing and Tour	
4:45	Depart Chapel for (?)	
	Options: Dinner on Own/or Dinner-Sporting Event/or Mitchell Hall-Choir	

<b>Wednesday</b>	<b>Travel Day</b>
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