Communication Email Plan 2015-2016

**Late August**

Info sessions/apps open Oct 1

mes-all

MES alumni

WA contacts/intern supervisors

WA school contacts

WA inquires/incomplete/nonsubmit

Recommender TYs

**Early October**

Info sessions + Apps Open

Staff/faculty (Kevin will contact specific programs)

Apps Open + Visit Us

All inquiries

incomplete apps, Fall 13 -15; nonsubmit Fall 13-15; admit not coming Fall 13-15

All contacts/internship supervisors/recommenders(?)

All school contacts (minus Western WA)

Western WA school contacts – include Climate Justice Symposium invite (work w/ Shangrila)

mes-all

MES alumni

Local TESC alumni

EducationUSA

AmeriCorps benefits

To inquiries & incomplete who chose AmeriCorps (do not include in other emails)

Veteran benefits

To inquiries & incomplete who chose veteran (do not include in other emails)

**November**

GRE info + info session

All inquiries/incomplete/nonsubmit/admit not coming

Started app

Submitted app materials

**December**

Financial Aid info

All inquiries/incomplete/nonsubmit/admit not coming

Started app

Submitted app materials

General Reminder w/finaid

Contacts/intern supervisors

School Contacts

Faculty/staff

EducationUSA

mes-all

MES alumni

Local TESC alumni

AmeriCorps benefits

To inquiries & incomplete who chose AmeriCorps (do not include in other emails)

Veteran benefits

To inquiries & incomplete who chose veteran (do not include in other emails)

**January**

FAFSA

All inquiries/incomplete/nonsubmit/admit not coming

Started app

Submitted app materials

**February**

Deadline approaching

All inquiries/incomplete/nonsubmit/admit not coming

Started app

Submitted app materials

Contacts/intern supervisors

School Contacts

Faculty/staff

EducationUSA

mes-all

MES alumni

Local TESC alumni

**Other**

Info sessions – 1 month before

-all WA inquiries

-EETAC

-Tacoma sustainability listserv

-Other listservs

Tacoma info session

-email Tacoma contacts

-email Tacoma school contacts (see Fall15schoolvisits.xls in O:\MES\outreach\Contacts)

AASHE

Email Minneapolis inquiries