



February 2, 2009

Dear 4th Grade Teachers, Administrators, and Community Agencies:

My name is Zackaria Gaines and I am pleased to introduce myself to you as the new Program Director of the SMART Program, my predecessor Nonoko Sato is now the Executive Director. A large part of my job is to encourage and support families as they seek the best educational opportunities for their children. I am especially looking forward to partnering with community friends of SMART as we create an environment that sustains our valuable students.

SMART (Schools, Mentoring and Resource Team) and Breakthrough at SF Day School are partnering to offer qualified students an opportunity to enroll in a two-year summer program for rising 5th and 6th grade students, as well as a scholarship to a private middle school in San Francisco. All potential candidates for SMART must first apply to Breakthrough SF (although acceptance to Breakthrough SF is not required to be accepted by SMART). We hope that this partnership and our joint application will make this process as easy as possible for you and the families you refer to our programs.

Requirements for referral:

- Current 4th grade student in a SFUSD school
- Must meet our income guidelines (*if a student receives free lunch at school, this may be a preliminary measure of qualification*)
- Motivated to succeed academically
- Has strong family support

Attached to this letter is the application for Breakthrough at SF Day School, which is due **March 13, 2009** to Breakthrough SF. Feel free to copy the application and hand them out to a student who you feel would benefit from our programs. When considering students to refer, please keep in mind students who most closely match the SMART Program and its mission. Also, please use the attached referral form and send it back to SMART. I will be participating in the selection process at Breakthrough SF to ensure that qualified students specifically referred to SMART will be thoroughly reviewed for both programs.

Information about the programs, as well as the PDF download of the application to Breakthrough SF, is available on our websites:

www.sfds.net/breakthroughsanfrancisco/program.html or www.thesmartprogram.org

Should you have any questions regarding our application process, our programs or have any concerns, please feel free to give me a call at 415-865-5400 or email me at zackaria@thesmartprogram.org. I am also willing to conduct an on-site presentation to PTA meeting or faculty meetings, to further explain our program. I look forward to hearing from you.

Para una aplicacion en Español favor de visitor nuestro sitio de internet donde la pueda bajar or llame le a Lupe Torres, Program Coordinator, al 415-865-5400.

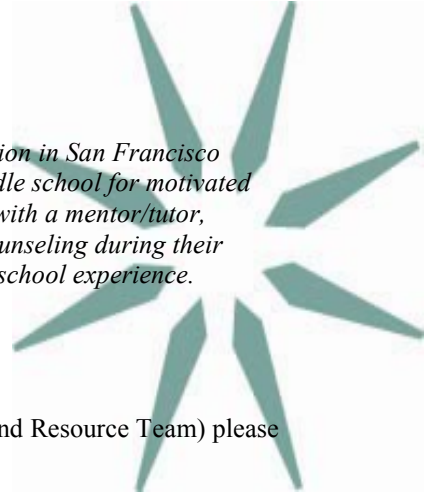
Best Regards,

Zackaria Gaines
Program Director

1345 Mission Street | San Francisco, CA 94103 | 415.865.5400(t) | 415.865.0505(f)

STUDENT REFERRAL FORM 2009

SMART (Schools Mentoring And Resource Team) is a non-profit organization in San Francisco that provides a three-year scholarship to an independent or parochial middle school for motivated students from low-income families. Each SMART student is also matched with a mentor/tutor, participates in after school and summer programs, receives high school counseling during their eighth grade year, and is provided family support throughout their middle school experience.



If you are interested in referring students to SMART (Schools Mentoring and Resource Team) please complete this form and mail or fax it to:

The SMART Program
1345 Mission Street
San Francisco, CA 94103
Fax: (415) 865-0505
Phone: (415) 865-5400

Please make sure that these referred students apply directly to Breakthrough at SF Day School. The deadline for student referrals and application to Breakthrough is: **March 13, 2009**
The maximum number of students per referral source is: **3**

Referring Organization Information:

Your Name and Position: _____

School or Organization: _____

Address: _____
Street City zip

Phone Number: _____ Fax: _____

Email: _____

Please carefully review the student requirements described in the enclosed letter. Please call if you have any questions. It is essential that students be motivated, current fourth graders at a San Francisco public elementary school, live in San Francisco and come from low-income families. If you have more than three great candidates to refer, please call.

Thank you for your participation in this process. We very much hope to make a difference in these children's lives.

1. Student Name: _____

Parent/ Guardian Name(s): _____

Address: _____
street city zip

Home Phone _____ Phone 2 _____
Please indicate cell / work / other

Current School: _____

Home Language(s): _____

Family Composition (who will support this student?): _____

2. Student Name: _____

Parent/ Guardian Name(s): _____

Address: _____
street city zip

Home Phone _____ Phone 2 _____
Please indicate cell / work / other

Current School: _____

Home Language(s): _____

Family Composition (who will support this student?): _____

3. Student Name: _____

Parent/ Guardian Name(s): _____

Address: _____
street city zip

Home Phone _____ Phone 2 _____
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Current School: _____

Home Language(s): _____

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