



KEEPING IN TOUCH WITH HIGH SCHOOL GRADUATES 2021

Ensure that none of our graduates ever become lost alumni! The process below outlines how you can connect graduating high school seniors to our mission-wide alumni network. In so doing, we hope to keep them informed of growth and service opportunities wherever life may take them. We are asking areas to forward graduating seniors' contact information to the [Office of Alumni and Friends](#) by **June 18, 2021**. There are two methods to get us this important information.

Both options will produce the same result! Alumni & Friends will synthesize information and forward to appropriate YLC Directors/Contacts. If you have any Alumni and Friends questions, please contact the Office of Alumni and Friends at alumni@sc.younglife.org or Jonathan Schultz at jschultz@sc.younglife.org

Option A – Add your “HS Grad” to YL Connect. Indicate where your kids are going post-graduation.

NOTE: It is recommended that areas would maintain contact information in YL Connect for students involved in local ministry. Please *always* search for a Contact name BEFORE adding a new Contact into YL Connect, to prevent duplicate Contact records!

Find or add your “Kid” in YL Connect and update their:

- Name
- Mission Unit
- Mobile Phone
- Personal Email
- Zip Code
- HS Graduation Year*

*HS Graduation Year – A yearly process will be automated from this graduation year, changing them to an Adult Contact, moving this individual into their own household, setting their Ministry Affiliation to ‘former’, and connecting them with Alumni and Friends.

Option B – Send us a spreadsheet.

Share your HS Grads Google Sheet or email an excel spreadsheet to alumni@sc.younglife.org with:

- Name
- Email Address
- Mobile Phone
- Zip Code
- Next Destination (spelled out)

To indicate a post-secondary school or Military branch after graduation and affiliate this graduate with a new school/location, follow the steps below in YL Connect:

1. Click on the Related tab on Contact record and scroll down to “Contact Location Affiliations”.
2. Click the “New” button on the right side.
3. In the “Location” field, type the full school name or Military branch (*not* initials), press enter to search and see all schools or Military branches matching that name; then select the correct college/university/Military branch.
4. In the “Status” box choose “Current” from the drop-down menu. (“Start Date” and “End Date” are not needed now.)
5. In the “Involvement Role” box choose “Incoming Student” from the drop-down menu.
6. Click the blue “Save” button in the bottom right corner.

Helpful Hint: You can search “HS Grad” in the YL Connect Help Menu to launch a Smart Walk-Thru to guide you through this process! For more specific questions about YL Connect reach out to Jonathan Schultz (jschultz@sc.younglife.org) or Kelianna Gros Louis (kgrosloouis@sc.younglife.org).

Capernaum Note: If your student graduates, but continues to attend school in your local area, please understand that HS Grad Year is to Equal HS Completion. Therefore, indicate that their graduation year (or year that they complete high school) is the final year that they will receive services provided by the school system.