

## Site Coordinator:



## College Application Event Timeline

### Spring or Start of School Year

- Register your high school for participation in the Delaware College Application Month program, providing the dates and times during which students will complete applications. This will serve as the basis for volunteer recruitment and registration.
- During spring course enrollment meetings with juniors, make each student aware of your College Application Week program and encourage them to begin thinking about and researching the colleges and universities to which they want to apply.
- Print and review the current Site Coordinator Manual as provided by your State Coordinators.
- Establish a school team to assist with your school's preparations; host first meeting.
- Add the College Application Week to your school's master calendar.
- Reserve the computer facilities for your school's College Application Week event.
- Ensure you have adequate counts of fee waivers for those students who are unable to afford the application fees. Contact the College Board, ACT, or NACAC if additional waivers are needed.

### 8 weeks prior to event, Week of: \_\_\_\_\_

- Confirm that your school's information is listed correctly on [www.DelawareGoesToCollege.org](http://www.DelawareGoesToCollege.org). Contact your State Coordinators if there are issues.
- Communicate the opportunity to students, families, and the community using the information letters available online. This is a great way to recruit volunteers!
- Communicate with volunteers for your event using letters or by making announcements at school meetings, PTA/PTO meetings, or parent nights. If your school has a criminal background check requirement, be sure to follow those guidelines.

### 7 weeks prior to your event, Week of: \_\_\_\_\_

- Arrange a schedule for your event, including which groups or classes of students will participate at what time.
- Encourage students to begin career, major, and college research. Use College Board's Big Future <https://bigfuture.collegeboard.org/>, ACT's ACT Profile <http://www.act.org/profile/>, Education Trust's [www.collegeresults.org](http://www.collegeresults.org), and other appropriate resources.
- Review supplemental activities provided online and determine which activities you want to use to make your school's event fun and exciting.
- Encourage teachers to begin connecting classroom lessons to your College Application Week program.

### 6 weeks prior to your event, Week of: \_\_\_\_\_

- Provide eligible students with application fee waiver information. Discuss or create worksheet with payment options for students who do not qualify for fee waivers.
- Begin implementing College Application Week event supplemental activities. Contact the mayor's office to have your College Application Week proclaimed. If other schools in your district are hosting events, coordinate with them on the request.

### 5 weeks prior to your event, Week of: \_\_\_\_\_

- Follow-up with students who have not begun college research.
- Reconfirm that computer facilities are reserved for the event and that your school's technology coordinator is ready and willing to serve should any technology issues arise.

**4 weeks prior to your event, Week of: \_\_\_\_\_**

- Plan for a school staff member to proctor each computer lab. Plan tasks for volunteers, taking into account their diverse skills, to free up the school staff member to answer student-specific questions and to serve as a resource for confidential student information (e.g., Social Security number, GPA, etc.).
- Create a schedule for volunteers, taking into account the availability of your volunteers.

**3 weeks prior to your event, Week of: \_\_\_\_\_**

- Remind families of your school's College Application Week event, letting them know that their students may need their help to prepare. Suggested information to share is included online.
- The Delaware College Application Month Planning Team will be communicating with volunteers and will send you a roster of volunteers prior to your event. You should send volunteers a message providing basic logistical details of your event, including when/where to sign-in and the room/lab where they will be working with students.

**2 weeks prior to your event, Week of: \_\_\_\_\_**

- Remind teachers, counselors, and administrators of the event schedule and ensure all seniors will have the opportunity to participate.
- Be sure that you have and use event materials provided by the State Coordinators.

**1 week prior to your event, Week of: \_\_\_\_\_**

- Make an announcement to remind students that the event is next week and remind them that they will need to:
  - Know where they would like to apply.
  - Have a plan for application fees and to speak with school counselor if they believe they qualify for a fee waiver.
  - Write required essays or personal statements, have them proofed, in a final version, and bring to the event on a flash drive or as an e-mail attachment they can access.
  - Gather information to complete applications. Some information may need to come from parents (e.g., residency information, Social Security number, etc.).
- Make final preparations for your event.
- Encourage school staff to wear college clothing on the day(s) of the event.
- Alert your local media about your event. A press release is included online.
- Send volunteers a reminder a day or two prior to your event.
- Place a reminder about the event of your school's website homepage.

***Enjoy your College Application Week Event!***

- Welcome volunteers and thank them for their support!
  - Let them know what their role is for the day; ensure they receive a badge or sticker identifying them as a volunteer. Templates and recommended volunteer tasks are online.
- Participating students should complete their online Student Survey and "sign-out" of the event, providing the requested information.
- Ensure students get the "What's Next" handout upon sign-out.
- Site coordinators and volunteers should complete requested online surveys.

**After Your Event**

- Submit any requested data to your State Coordinators **by the Friday of the week following your College Application Week.**
- Communicate the program's impact with the local media. A post-event press release is included online as a sample.
- Thank your volunteers. A sample thank-you letter is included online.
- Follow-up with school team to share your success!