

# Site Coordinator Resource Manual

*Supplemental Material: Creating a College-Going Culture*



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## Creating a College-Going Culture

Now that students know what information will be required for their applications, it is important to keep enthusiasm high in the time leading up to application week.

Students who have expectations from their parents, school, and community that college is the next step after high school see college as the norm. However, the idea that college is the next step after high school may seem unrealistic for those students who are from one or more of the following groups: low achievers, middle to low-income levels, underrepresented minorities, disabled youth, and families where no one has attended college before.

In the months and weeks leading up to College Application Week, there will be many opportunities to celebrate and build excitement around the college going process. Further, following the application season, there will be even more reasons to celebrate: getting money through the FAFSA, DCTAG, applying for and receiving scholarships, deciding on and committing to a college, and ultimately enrolling and attending in the fall. Keeping the momentum going throughout the school year will help motivate students to follow through with the college-going process that starts with College Application Week and ends with matriculation. The following resources are examples of ways to create a college-going culture in your school and community.



## Sample Agendas

In this section, you will see sample agendas from schools that went above and beyond in their College Application Week planning and implementation. You will see that many of these activities are low to no cost and do not take up too much time during the school day, but still have high impact in creating a college-going culture and building excitement about college and the application process.

### Agenda 1:

- Every day during College Application Week we will have staff and students wear college/military/work-related shirts and sweatshirts
- Every day during College Application Week we will have a trivia question or fight song guessing game with a call in to the office for each classroom for a chance to win a prize for the class
- Every day we will be posting photos of students under the universities they have applied to on banners in the main hallway
- Every day we will have “Ask Me About It” posters outside teachers’ classrooms with a list of universities each teacher attended
- Monday: Staff will start each period with a five-minute story of their personal college journey
- Wednesday: Afternoon will be spent finishing applications with students and their laptops
- Thursday: Showing a video of a first generation teacher and their special story
- Friday: Free cookie from the cafeteria to every senior who completed an application in the fall

### Agenda 2:

College applications will be completed during required senior English classes.

#### Monday:

- College Application Day – All students/staff/administration will be encouraged to wear college apparel (shirts, sweats, jerseys, etc.)
  - Each senior who participates will be entered into a drawing for prizes
- College Bingo activity sheet will be handed out to seniors and collected throughout the week for more prize-winning opportunities
- Announce made on PA explaining College Application Week
- College fight songs played during passing time

#### Tuesday:

- Senior presentations in English class on college information found in a group research project
- College trivia during announcements

#### Wednesday:

- College fight songs played during passing time
- College Hat Day – Student body is encouraged to wear a college hat. Senior hat wearers entered into drawing
- Students who complete applications will receive “I Applied” stickers and place their name under appropriate college in hallway display

#### Thursday:

- Staff will sing college fight songs during passing time

#### Friday:

- Counselors or College Access Professionals visit English 12 classes and present information on what to expect next after application and timeline for the rest of the process.

## Complimentary Activities

### Promoting a College-Going Culture at Your High School

#### Purpose

- *To create a college-going culture* in your school by:
  - o Encouraging students to complete college applications
  - o Initiating or culminating the college application process for seniors
  - o Providing awareness to the entire school about the college application process
  - o Celebrating the academic achievements and college aspirations of seniors

#### Activities

- *Create a “College Wall.”* Seniors write the names of the colleges to which they have applied on banners or strips of construction paper to hang in a main hallway. Highlight college names when acceptances are received. Utilize art teachers (if available) for additional promotional materials to create a “college-going culture” on the walls of your school.
- *Coordinate writing workshops for personal statements or essays.* English teachers can set aside time to review students’ admission and scholarship essays.
- *Complete a sample application with your students.* Teachers can go over the correct grammar and language to use on a college application. Additionally, stress the importance of using appropriate email addresses.
- *Widely publicize students’ college applications.* Interview seniors about their college plans and send the articles to local newspapers, as public service announcements on local radio, as intercom/homeroom announcements, as ads in the school newspaper; or create a special section in the school newspaper that gives the names of seniors and their prospective colleges announcing applications submitted and acceptances.
- *Involve teachers and staff.* During College Application Week, ask teachers to share their college experience, wear their alma mater gear and post signs on classroom doors advertising where they went to school. Promote the idea of college, not a specific school.

### Promoting College Application Week in Your School Community

#### Purpose

- *To promote College Application Week* events to the school community by:
  - o Disseminating information by phone, mail, email, website, flyers, meetings, and word of mouth
  - o Holding special events/meetings prior to the event
  - o Recruiting volunteers from students’ families and community organizations
  - o Hosting guest speakers during the event

#### Activities

- *Bring together a planning committee* to decide on the options throughout the week and brainstorm additional activities, then make assignments and deadlines. This committee may include different groups such as faculty, staff, families, student groups, and community members. The committee should begin as early as August identifying activities to be implemented throughout the fall to promote DC College Application Week.

- *Set goals* for the number of seniors participating, number of volunteers, etc. Remind everyone of these goals and the importance of reaching as many people as possible in order to promote a college-going culture in your school community.
- *Hold special event(s)* such as a College Alumni Parent Night and “Ask Me About It!” (see details included on pages 12-13) or schedule visits to your school prior to and during College Application Week by college admission professionals, first year college students, and/ or community and business leaders.
- *Hold one or more “Senior Meetings”* with school staff to facilitate communicating high expectations regarding College Application Week and pre-event activities to students. Often, principals hold these types of meetings to communicate information.
- *Send email reminders* to all parents, students, and school staff in addition to the official Student/Family letter. Also, *include information in the school newsletter and post fliers* around the school and community about your College Application Week event.
- *Invite a “Guest Speaker”* to your College Application Week event as part of a kick-off ceremony to elaborate from personal experience on the importance of applying to and completing college. This guest speaker could be a prominent member of your community, alumnus from your school who is currently in college or recently graduated, and/or a parent advocate for college.
- *Recruit volunteers from students’ families and community organizations.* Be creative! Send the volunteer letter to your Local College Access Network, volunteer groups, Boys and Girls Club, YMCA, church groups, businesses in the community, banks, etc. Your Local College Access Network will be able to help you establish a point of contact.

## DC College Application Week

**WHO?** Class of 2015 and students interested in learning more about college

**WHAT?** Seniors across the state apply to at least one college or university with the support of school staff and volunteers.

**WHERE?** (NAME OF SCHOOL, ROOM NUMBER OR LOCATION)

**WHEN?** (DATE AND TIME OF EVENT)

**WHY?** Studies show that if you continue your education beyond high school you:

- Will make more money in your lifetime
- Are less likely to be unemployed
- Are likely to have better health and live longer

Completing college applications online is a faster and more efficient way to apply.

**WHAT NOW?** Contact your Senior Counselor to obtain a copy of the Senior College Application Checklist.

For more information or questions please contact:  
(SITE COORDINATOR NAME)

[Add high school logo or mascot]

## “Ask Me About It!”

### **Purpose**

- *To identify staff members* by their institutions of higher education.
- *To engage students* in dialogue with faculty and staff members regarding college access, college preparation, application, etc.

### **Activities**

- *Have the entire faculty and staff* display an 8 ½” x 11” poster that lists alma maters (colleges and/or universities where they completed degrees).
- *Post college signs* and display them all year.
- *Create a scavenger hunt* during a specific time-frame (e.g., during homeroom) and allow students to complete the challenges (use the scvngr phone app if possible) for as many different schools as they can find, the school farthest away, the school with the most alumni, etc. Award small prizes.
- *Explore the KnowHow2Go University virtual tour* in the classroom while teachers share their college experience (<http://knowhow2go.acenet.edu>).

### **Preparation**

- *E-mail a sample sign* like the one included in this Guide to all faculty and staff and designate a posting date (see template on page 13).
- *Scavenger hunt*- provide copies to every home room (see template on page 15).
- *Bingo*- provide copies to every home room (see template on page 14).

## College Alumni Family Night

### **Purpose**

- *To familiarize families* and students with community and four-year public and private colleges and universities.
- *To provide networking* opportunities.

### **Activities**

- *Have staff and parents represent* the colleges and universities. Ask parents and staff to wear college and university shirts and hats and display flags or other items of interest to represent their institutions of higher education.
- *Invite college admission offices* to send materials for display or to send admission staff to attend.

### **Preparation**

- *Schedule an evening*, possibly in conjunction with a PTSA meeting. Reserve a space and make a promotion plan. Ask parents and the PTSA officers to provide refreshments and college paraphernalia door prizes.
- *Invite parents and staff* to represent colleges and universities for your student body.
- *Invite admission counselors* from nearby colleges to set-up information tables.
- *Create sign-in sheets* for each college/university represented to record attendance and collect comments.
- *Create a “Good Questions to Ask” sheet* for students to use as they visit alumni and collect information on their selected schools of interest.



# Ask me about it!!

\_\_\_\_(TEACHER/STAFF MEMBER'S NAME)\_\_\_\_



# I graduated from...

\_\_\_\_(COLLEGE/UNIVERSITY)\_\_\_\_

(Add mascot image or campus logo)

## College BINGO Activity

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Complete your BINGO card by locating teachers or other school staff members that experienced the following college scenarios or can answer “yes” to the following questions. Be sure to get the individual to sign in the space, and you can only use each person for one space!

B	I	N	G	O
Attended a 4-Year College	Lived at Home While Attending College	Worked Full-Time While Attending College	Is Still Close Friends with His/Her College Roommate	Studied Abroad While in College
Attended a College in DC	Went to College on a Scholarship	Changed Majors 2 or More Times	Attended a 2-Year College	Majored in Math
Majored in Science	Attended an Out-of-State College	<b>FREE SPACE</b>	Worked for the School Newspaper, TV Station, or Radio Station in College	Met His/Her Partner in College
Lived on Campus	Is Currently Enrolled in a College Program or Course	Had a Mentor or Other Close Advisor in College	Was President or Leader of a School Club	Has Completed Graduate School
Attended 2 or More Colleges	Wishes They Were Still in College	Ate Ramen Noodles Several Times a Week While in College	Played Sports in College	Took Out Student Loans to Pay for College

## Online Scavenger Hunt

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1. Find and list the names of five colleges in DC:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Find the name of the college where students and alumni are referred to as "Chips."

What is the name of the college? : \_\_\_\_\_

Where is it located? : \_\_\_\_\_

3. What university is home to The Wharton School, the world's first collegiate business school?

What is the name of the college? : \_\_\_\_\_

Where is it located? : \_\_\_\_\_

4. What is the oldest Roman Catholic University in the United States? Where is it located?

What is the name of the college? : \_\_\_\_\_

Where is it located? : \_\_\_\_\_

5. Booker T. Washington was the first principal of what present-day University?

What is the name of the college? : \_\_\_\_\_

Where is it located? : \_\_\_\_\_

6. What is the oldest institution of higher learning in the United States?

\_\_\_\_\_

7. At what Washington, D.C. university have all the diplomas been signed by the current president at that time?

\_\_\_\_\_

8. What was the first American Co-educational College?

What is the name of the college? : \_\_\_\_\_

Where is it located? : \_\_\_\_\_

9. Name 3 medical schools in Washington, DC:

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

10. What is a private college or university? Write the definition.

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11. What is a public college or university? Write the definition.

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12. What is the DC Tuition Assistance Grant? \_\_\_\_\_

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13. What is FASFA? \_\_\_\_\_

14. List the name of two colleges in DC that offer degrees in Engineering.

First college: \_\_\_\_\_

Second college: \_\_\_\_\_

15. Find a college in the DMV where you can train to be an electrician.

What is the name of the college? : \_\_\_\_\_

Where is it located? : \_\_\_\_\_

## Online Scavenger Hunt: Colleges in DC (answers)

1. Answers will vary
2. Central Michigan University. Main Campus, Mount Pleasant Michigan (the school also has a number of satellite campuses)
3. University of Pennsylvania, Philadelphia, PA
4. Georgetown University, Washington, DC
5. Tuskegee University, Tuskegee Alabama
6. Harvard University, Boston, MA
7. Gallaudet University
8. Oberlin College, Oberlin, Ohio
9. George Washington University, Georgetown University and Howard University
10. Possible Answers: The term “private” simply means that the university’s funding comes from tuition, investments and private donor, not from taxpayers.
11. Possible Answer: The term “public” indicates that the university’s funding comes partly from state taxpayers.
12. DCTAG is the District of Columbia Tuition Assistance Grant. The program is administered by the Office of the State Superintendent of Education. DCTAG pays the difference between in-state and out-of-state tuition, **up to \$10,000** annually at 4 year public colleges and up to \$2500 at private HBCUs and 2 year colleges.
13. The FAFSA is the Free Application for Federal Student Aid. Anyone who wants financial aid for college will need to fill out the FAFSA. The application is used to determine the dollar amount you or your family will be expected to contribute towards college.
14. Responses may vary
15. University of the District of Columbia Community College , Workforce Development

## Engaging Teachers in College Application Week

Site coordinators are fortunate to be surrounded by important resources right in their school: teachers, who are themselves college graduates with relationships to their students who can help build excitement around college, share their own experiences, and incorporate college-going activities into their class schedules. Engage your teachers! They will love to be involved and will be tremendous help to you as you work to promote College Application Week activities in your school. Here are some ways teachers can get involved:

### Build college-going activities into class time during or leading up to College Application Week

- English teachers
  - Build in college and scholarship essay assignments so students can practice writing these pieces before they submit applications.
  - Assign group projects and presentations on different colleges
- Math teachers
  - Build in lesson around personal finance and budgeting
  - Teach students how to calculate interest rates and how to decipher financial aid statements
- All teachers
  - Take time at the start or end of class to talk about their college experience and answer questions for students

### Participate in college spirit days and events outside of the classroom

- Participate in college spirit days
- Hang “Ask Me About It” poster outside of classroom
- Have fun and be creative! At a high school in Oregon, two teachers who attended rival colleges sumo wrestled during a pep rally. Building in these types of fun activities will get your students excited and talking about college.

## Engaging Students in College Application Week

As well as teachers, students are great resources for building a college-going culture among their peers. Strong student involvement will lead to successful college application events and lasting excitement about college. Here are some ways students can get involved:

### Student Ambassadors

Identify students who are already excited about attending college and who have already completed a college application. Recognize them for their accomplishment by naming them a College Application Week Student Ambassador and pulling them out during the school day to help other students complete applications and to assist with any activities happening during College Application Week.

### Raffles and Drawings

Enter students into drawings when they complete an application or when they participate in a College Application Week activity. Raffle off prizes on announcements or during a pep rally.

**Student Posters** Have students decorate their English classes with the college(s) to which they applied

# I applied to Alpena Community College!



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Name

---

Date

## College Application Worksheet

**Instructions:** Students, complete this College Application Worksheet and bring it with you during College Application Week. You may need to ask your family, school counselor, or another adult you trust to assist you in answering all of the questions. **Be sure to keep this information in a safe place given the personal information included.**

### Top Three Colleges and Universities

Before DC College Application Week, research the schools to which you plan to apply. Use the worksheet below to keep track of the information you learn during your research.

**1. Name of College:**

Is an essay or personal statement required to apply? If so, note the essay question so you can draft a response:

Deadline for application:

Cost to apply:

Payment option:

SAT and/or ACT required?

Recommendation letter required?

Deadline for scholarship or institutional financial assistance:

**2. Name of College:**

Is an essay or personal statement required to apply? If so, note the essay question so you can draft a response:

Deadline for application:

Cost to apply:

Payment option:

SAT and/or ACT required?

Recommendation letter required?

Deadline for scholarship or institutional financial assistance:

**3. Name of College:**

Is an essay or personal statement required to apply? If so, note the essay question so you can draft a response:

Deadline for application:

Cost to apply:

Payment option:

SAT and/or ACT required?

Recommendation letter required?

Deadline for scholarship or institutional financial assistance:

It is strongly recommended that you write your essays and personal statements well in advance of your school's College Application event. Your English teacher, school counselor, and other adults you trust are good resources to assist you in getting your essays to a final version. You should bring a final, proofed, electronic copy of your essays and/or personal statements on a flash drive or via email to the event.



**Test Scores** Many applications for college admission will request information related to tests that you have taken. Use the worksheet below to list the scores for tests you have already taken. If you have not yet taken the SAT or ACT, speak with your school counselor about upcoming test dates – you will need to take at least one of these college entrance exams soon! Most colleges will also require an “official” score that is sent by College Board (SAT scores) or ACT (ACT scores). Talk with your school counselor about how to do this.

**SAT**

Test #1:

Date Taken:

Total Score:

Critical Reading Score:

Mathematics Score:

Writing Score:

Test #2:

Date Taken:

Total Score:

Critical Reading Score:

Mathematics Score:

Writing Score:

**ACT**

Test #1:

Date Taken:

Total Score:

Critical Reading Score:

Mathematics Score:

Science Score:

Writing Score:

Test #2:

Date Taken:

Total Score:

Critical Reading Score:

Mathematics Score:

Science Score:

Writing Score:

**Extra-Curricular Activities**

Some applications request information related to the activities that you participate in outside of your high school classes. This could include clubs, organizations or any other activity that you want to share with the college. List your activities below, including the year(s) you participated and if you held a position or received an award related to the activity.

Activity 1:

Years Participated:

Leadership position held:

Awards:

Activity 2:

Years Participated:

Leadership position held:

Awards:

Activity 3:

Years Participated:

Leadership position held:

Awards:

Activity 4:

Years Participated:

Leadership position held:

Awards:

### **Personal Information**

Many colleges will ask you to provide information related to your residency and citizenship. You may need to provide the following information when completing your application. If you are uncertain about an answer, your parent or guardian may be able to help.

**1. Social Security Number** (This is needed to get your FAFSA PIN which you will register for after you apply to college during the College Application event. Some colleges may also require this on their application.):

**2. Place of Birth**

City:

State:

Country:



## Student Family Letter

(School Logo)  
(School Address)

September 2014

Dear Students and Families,

During the week of November 3-7, 2014, the Office of the State Superintendent for Education will be sponsoring DC College Application Week. On **(Date(s) of event)**, all seniors expected to graduate in 2014 will be encouraged to apply for admission to at least one college or university, if they have not already done so. This event is possible due to the collaborative efforts of the administration, faculty, and staff at **(Name of your high school)**, as well as students, their families, and volunteers across the community.

The purpose of this day is to acquaint students with the college application process and to communicate the importance of applying to college. Information about completing the Free Application for Federal Student Aid (FAFSA) will also be made available during the event. There is a College Application Worksheet which we encourage students to complete prior to the event. Having this Worksheet completed and available at the College Application event will allow students to quickly and easily complete college applications.

We anticipate that students and their families will need to work together in gathering the information listed in the College Application Worksheet. Families are welcome to visit **(Name of your high school)** on **(Date(s) of event)** to assist their student during the application process. In addition, if family members are interested in volunteering or guest speaking during the event, please let me know. Volunteers can greet and sign-in students, assist students with the completion of college applications, or distribute information about financial aid opportunities.

If you have any questions please call **(Site Coordinator's Name, Site Coordinator's Title)**, at **(Site Coordinator's phone number)**. Thank you in advance for your support of this exciting initiative to encourage all District of Columbia students to make college a part of their future.

Sincerely,  
**(Name of Site Coordinator)**  
**(Title)**



## Community Information Letter

(School Logo)  
(School Address)

September 2014

Dear Community Member,

During the week of November 3-7, 2014 the Office of the State Superintendent for Education will be sponsoring DC College Application Week. On (Date(s) of event), all seniors expected to graduate in 2014 will be encouraged to apply for admission to at least one college or university, if they have not already done so. This event is possible due to the collaborative efforts of the administration, faculty, and staff at (Name of your high school), as well as students, their families, and volunteers across the community.

The purpose of this day is to acquaint students with the college application process and to communicate the importance of applying to college. Information about completing the Free Application for Federal Student Aid (FAFSA) will also be made available during the event.

(Name of your high school) will be hosting our College Application event on (Date(s) of event) to assist their student during the application process. We welcome the community to be a part of the program. If you are interested in volunteering or guest speaking during the event, please let me know. Volunteers can greet and sign-in students, assist students with the completion of college applications, or distribute information about financial aid opportunities.

If you have any questions please call (Site Coordinator's Name, Site Coordinator's Title), at (Site Coordinator's phone number). Thank you in advance for your support of this exciting initiative to encourage all [State's Name] students to make college a part of their future.

Sincerely,  
(Name of Site Coordinator)  
(Title)



## Welcome to College Application Week! Student Instructions

Congratulations! You are taking the first step necessary for going to college – applying! DC College Application Week is a program designed to assist you with this process. Be aware, there are several things you will need to do after today to complete the college application process.

### **The college and financial application process in 9 Steps!**

**Step 1:** If you are applying online, go to the college application website and find the colleges to which you want to apply. This could be a website with multiple college applications or the website of the college(s) to which you are applying. Check with your school counselor or volunteer if you are unsure. If you are not applying to college online, get a hard copy of the admissions application from your school counselor.

**Step 2:** If you think you qualify for an application fee waiver – talk to your school counselor.

**Step 3:** Complete the application(s) to the colleges and universities to which you want to apply.

**Step 4:** Make note of any additional items you need to submit with your application (essay, transcripts, SAT or ACT scores, recommendation letters).

**Step 5:** Print out a copy of your confirmation page if you applied online. If you are applying through a paper application, talk to your school counselor about how to make a copy of your application. Keep the confirmation page or a copy of the application for your records!

**Step 6:** Register for your FAFSA PIN – you will need this to complete your Free Application for Federal Student Aid form early next year. Many grants, loans, and scholarships will require that you submit a FAFSA so this is a very important step. Go here to register for your FAFSA PIN: <http://www.pin.ed.gov>

You will need your social security number, your mailing address, and an email address to complete the process. REMEMBER YOUR FAFSA PIN! Write it down if that will help you remember it and keep it in a safe place!

**Step 7:** Complete the student sign-out sheet before you leave the computer lab. You will need to list the colleges you applied to and whether you completed the FAFSA PIN process.

**Step 8:** Be sure to get the handouts provided by your school after you sign-out!

**Step 9:** Follow-up! Make sure you submit any additional information the colleges you applied to require. This could include recommendation letters, test scores, and high school transcripts. Also, the next important step in the process is completing your FAFSA. You already have your PIN, make sure you submit your FAFSA early next year – it is available January 1<sup>st</sup>!

**Congratulations! You are on your way!**

**Reminders and Recognition**

**APPLY YOURSELF!**



**DC College Application Week**  
**(High School Name)**  
**November 3-7, 2014**

DC College Application Week  
Reminder

For \_\_\_\_\_ ALL SENIORS \_\_\_\_\_

On (DATES) \_\_\_\_\_ at (TIMES)

In \_\_\_\_\_ (LOCATION) \_\_\_\_\_

(Site Coordinator's Name), (Site Coordinator's Title)

## I've Applied...Now What?

Congratulations! You have taken the very important first step to going to college – you've applied! Here are some tips and reminders of tasks that you need to complete over the next several months. If you have questions, contact your school counselor.

### **Paying Your Application Fee**

When you submit your application, you may have to pay an application fee. If so, you can pay your application fee the following ways:

1. Via credit or debit card online. Some colleges require a credit card to apply online. Do your research prior to the event to see if the college you want to apply to requires one! If you chose this option, you will need the following information: credit card type (Visa, MasterCard, etc.), credit card number, security code, name on credit card, or expiration date.
2. You can submit your application online and pay via check in the mail. You will likely need to include a copy of your confirmation page with your check.
3. You can choose the fee waiver option on most applications if you qualify. You will likely need to include a copy of your Confirmation Page with the fee waiver. **DO NOT CHOOSE FEE WAIVER OPTION IF YOU DO NOT QUALIFY.** Ask your school counselor for more information.

### **Submit Transcripts, Test Scores, Recommendation Letters and Essays**

Many admission offices require students to submit additional information in order to complete the application process. It is important to find out what other information is required and send it to the campus ASAP! The more quickly you submit all the necessary forms, the sooner you will receive a response from the admission office.

### **Don't forget your confirmation page**

If you applied online, do not leave the computer lab without a hardcopy printout of your confirmation page! Also, some schools require this page to be signed and mailed to the admission office to complete the application process. Whether the school requires this form or not, you still need a printed copy for your records. If you are applying by hard copy, be sure to make a copy of your application for your records.

### **Schools should contact you!**

Once you have submitted your online application, campuses should be in touch with you via email or letter to inform you of the status of your application. Make sure to check your email! If you have not been contacted by the school within two weeks of your submission, get in touch with the college or university's admission office to inquire about your application status.

### **Now that I applied to college, where can I learn more about paying for college?**

For information about the DC Tuition Assistance Grant program, please visit <http://osse.dc.gov/service/dc-tuition-assistance-grant-dc-tag> In addition, the U.S. Department of Education has resources to help you understand the types of financial aid, whether you qualify for aid, and how to apply for aid: <http://studentaid.ed.gov/>

- Speak with your family and school counselor about your financial aid options.
- Complete and submit the FAFSA as early as possible. The sooner you submit the form, the better chance you have of getting an affordable financial aid package.

## Site Coordinator Checklist

<p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p>	<p><b>Pre-event preparation: first steps</b></p> <ul style="list-style-type: none"> <li>• Review DC Site Coordinator manual</li> <li>• Identify and reserve site for the College Application event</li> <li>• Add College Application event to school calendar</li> <li>• Identify a School Team to build support and assist with tasks; use Resources Audit available in this manual to identify members of team</li> <li>• Host school team meeting to discuss implementation of program at your school</li> <li>• Ensure you have adequate counts of ACT, SAT, and/or NACAC fee waivers</li> </ul>
<p>—</p> <p>—</p> <p>—</p> <p>—</p>	<p><b>Communicate opportunity to students, their families, and the local community</b></p> <ul style="list-style-type: none"> <li>• By information letters</li> <li>• By phone blasts</li> <li>• By posting information on school website, school newsletter, school marquee</li> </ul>
<p>—</p> <p>—</p> <p>—</p> <p>—</p>	<p><b>Prepare students for the event</b></p> <ul style="list-style-type: none"> <li>• Focus on activities that encourage students to research and identify schools that are the best fit for them. Resources include Ed Trust’s College Results Online (CRO), Center for Student Opportunity’s Guidebook, and other college information guides (links available in this manual)</li> <li>• Sponsor and/or support participation in college fairs or college visits</li> <li>• Distribute College Application Worksheet for students to complete before event</li> <li>• Implement college exploration and preparation assignments in classrooms</li> <li>• Identify and meet with students eligible for fee waivers</li> </ul>
<p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p>	<p><b>Implement school-wide activities to build awareness and enthusiasm</b></p> <ul style="list-style-type: none"> <li>• College t-shirt/sweatshirt days</li> <li>• College wall bulletin boards</li> <li>• “Ask Me!” signs on offices and classroom doors</li> <li>• Door decorating contests</li> <li>• Morning announcements</li> <li>• Guest speakers</li> <li>• Parent/Student Nights</li> <li>• Engage underclassmen in school’s College Application Campaign event</li> </ul>
<p>—</p> <p>—</p> <p>—</p>	<p><b>Get volunteers involved to assist with the event</b></p> <ul style="list-style-type: none"> <li>• Communicate with volunteers (letter and/or email)</li> <li>• Assign tasks</li> </ul>
<p>—</p> <p>—</p> <p>—</p> <p>—</p>	<p><b>HOLD COLLEGE APPLICATION EVENT!</b></p> <ul style="list-style-type: none"> <li>• Ensure students receive a 10 Steps document before they begin applying</li> <li>• Ensure students register for the FAFSA PIN</li> <li>• Ensure students sign-out</li> </ul>
<p>—</p> <p>—</p> <p>—</p> <p>—</p>	<p><b>Post-event follow-up</b></p> <ul style="list-style-type: none"> <li>• Write thank you letters to volunteers</li> <li>• Analyze results from student sign-out sheet, submit to state coordinator if requested</li> <li>• Host post-event debrief with school team</li> <li>• Follow-up with students to ensure they complete the college admissions <i>and</i> financial aid application processes</li> </ul>



## References

- <sup>1</sup> Georgia Apply to College Materials  
University System of Georgia  
<http://www.usg.edu/apply-to-college/>
- <sup>2</sup> Go On, Idaho! Statewide FAFSA Day  
<http://financialaid.boisestate.edu/timely-tips-archive/goonidahostatewidefafsaday/>
- <sup>3</sup> Kentucky College Application Week Materials  
Kentucky Higher Education Assistance Authority  
[www.kheaa.com/website/kycaw/home](http://www.kheaa.com/website/kycaw/home)
- <sup>4</sup> North Carolina College Application Week  
College Foundation of North Carolina  
[www.cfnc.org/caw](http://www.cfnc.org/caw)
- <sup>5</sup> West Virginia College Application and Exploration Week  
College Foundation of West Virginia  
[www.cfwvconnect.com/caew.html](http://www.cfwvconnect.com/caew.html)

Thank you for hosting DC College Application Week!  
Additional resources and templates are  
available for download at:

<http://osse.dc.gov/service/dc-college-application-week>

