



Idaho College Application Week

Site Coordinator Training

Boise, Idaho

October 3, 2013



Agenda



Leadership and Advocacy

- Introductions
- Reasons for ACAC
- Preparing for a College Application event
- During College Application event
- After the College Application event
- Questions



Key Reasons for American College Application Campaign



- Economic Competitiveness
- Changing Demographics
- Right Thing to Do



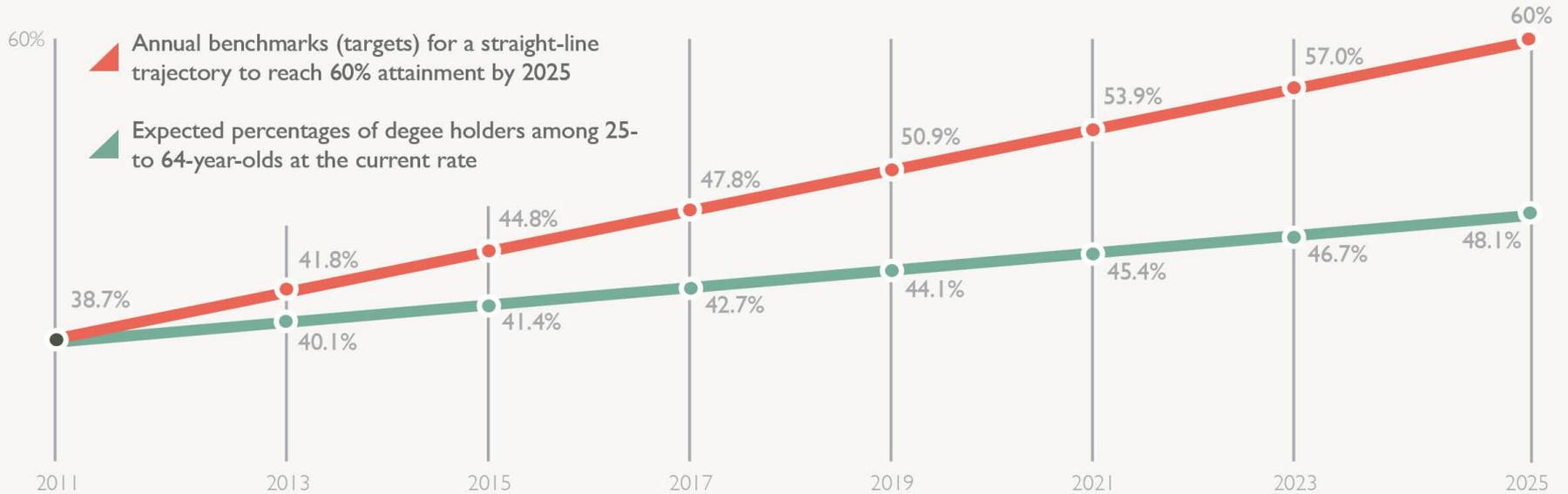


60% of Americans will hold high quality degrees and credentials by 2025 ~ Lumina Foundation



Leadership and Advocacy

The path to 60% degree attainment in the United States



Source: U.S. Census Bureau, 2000 Census, 2010 & 2011 American Community Survey.

Lumina Foundation, *A Stronger Nation through Higher Education*, May 2013





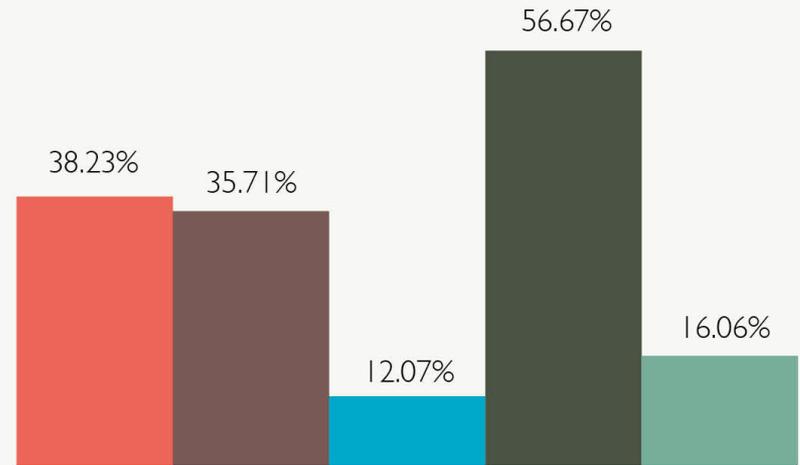
60% of Americans will hold high quality degrees and credentials by 2025 ~ Lumina Foundation



Leadership and Advocacy

Degree-attainment rates among Idaho adults (ages 25-64), by population group

White	38.23%
Black	35.71%
Hispanic	12.07%
Asian	56.67%
Native American	16.06%



Source: U.S. Census Bureau, 2009-11 American Community Survey PUMS File

Lumina Foundation, *A Stronger Nation through Higher Education*, May 2013

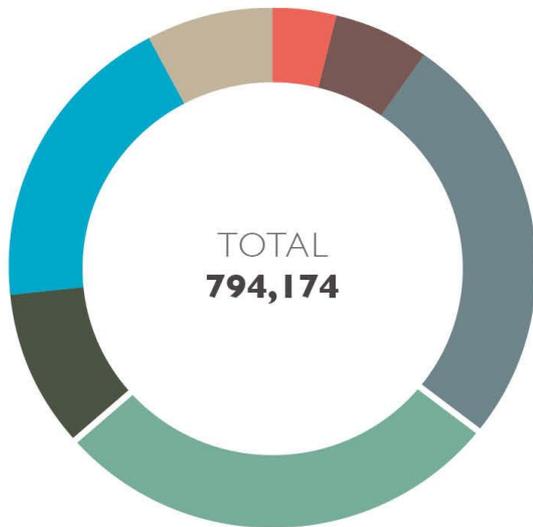




60% of Americans will hold high quality degrees and credentials by 2025 ~ Lumina Foundation



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Levels of education for Idaho adults (ages 25-64)

● Less than ninth grade	31,539	3.97%
● Ninth to 12th grade, no diploma	47,839	6.02%
● High school graduate (including equivalency)	206,811	26.04%
● Some college, no degree	218,378	27.50%
● Associate degree	78,951	9.94%
● Bachelor's degree	149,433	18.82%
● Graduate or professional degree	61,223	7.71%

Source: U.S. Census Bureau, 2011 American Community Survey

Lumina Foundation, *A Stronger Nation through Higher Education*, May 2013



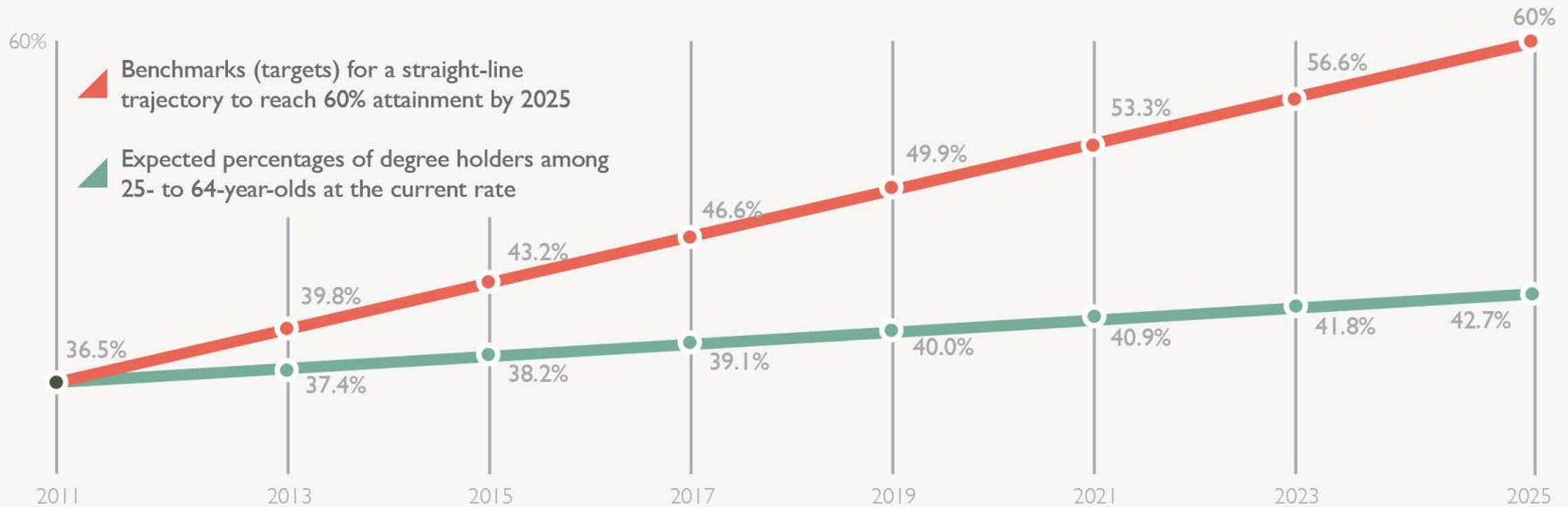


60% of Americans will hold high quality degrees and credentials by 2025 ~ Lumina Foundation



Leadership and Advocacy

The path to 60% degree attainment in Idaho



Source: U.S. Census Bureau, 2000 Census, 2010 & 2011 American Community Survey

Lumina Foundation, *A Stronger Nation through Higher Education*, May 2013





“Sometimes a student going to college is as simple as someone helping them to apply.” (J. Watts, 2010)

THE BASICS

- Focuses on first-generation students
- Occurs in the fall (October – November)
- Takes place during the school day
- Requires collaboration (K-12/HE)
- Utilizes existing networks and infrastructure
- Promotes College-Going Culture
- Uses school personnel and volunteers – low cost



Leadership and Advocacy



GOALS

Share information and build awareness

Provide individualized advising

Assist with application completion

Engage parents and community

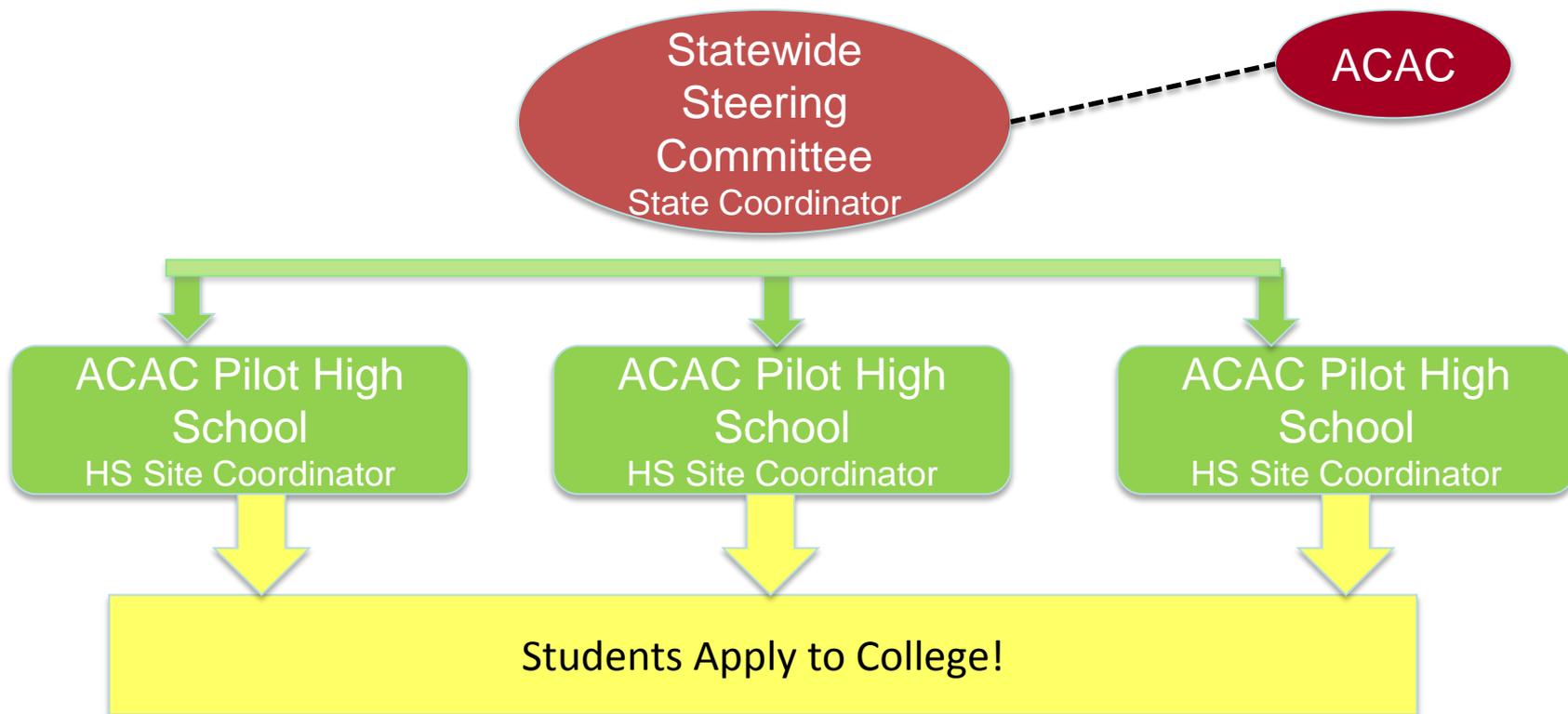
Make decisions and plan ahead



ACAC Structure: State and Local



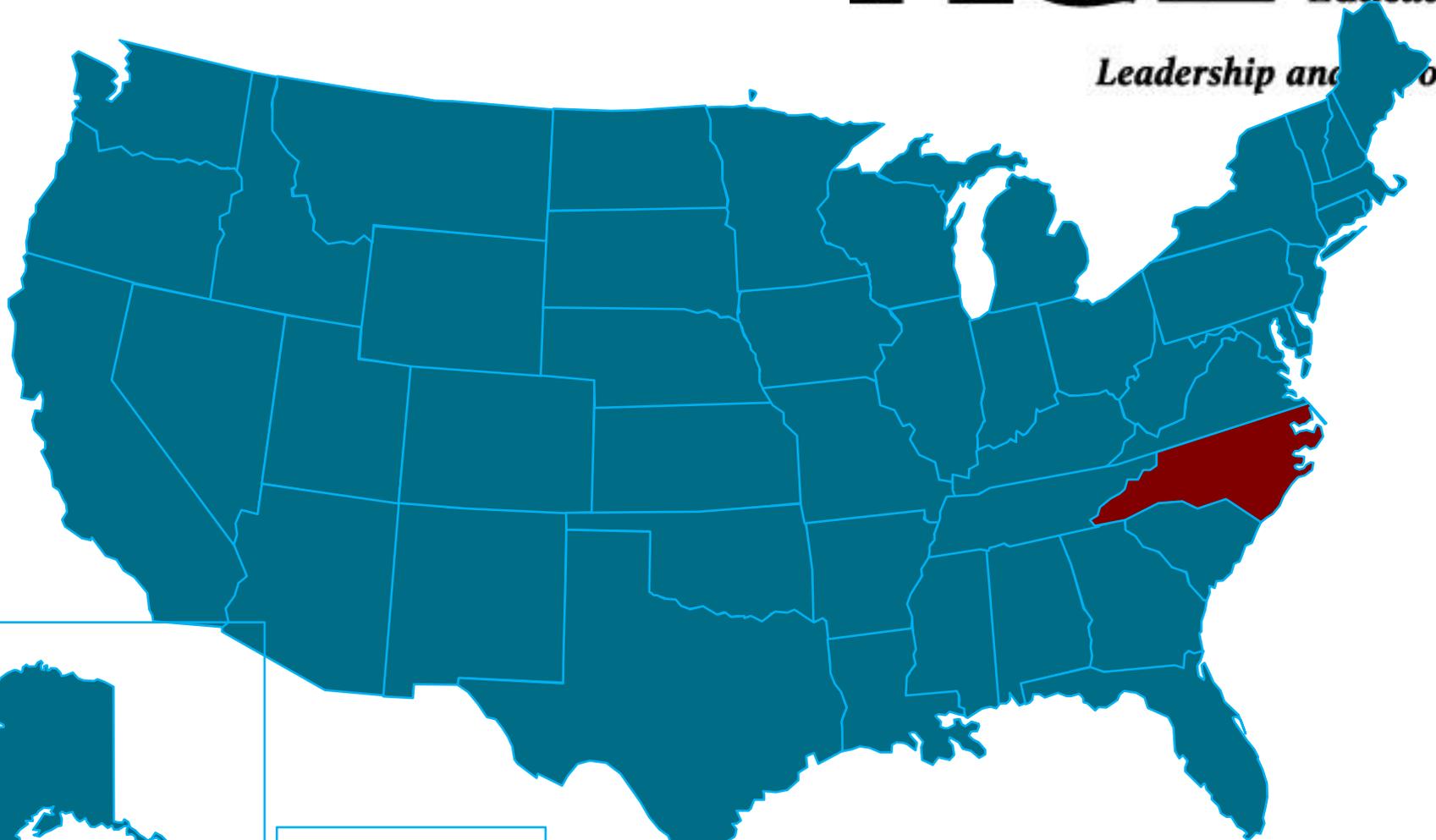
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2005

ACE American
Council on
Education™

Leadership and Advocacy



Alaska



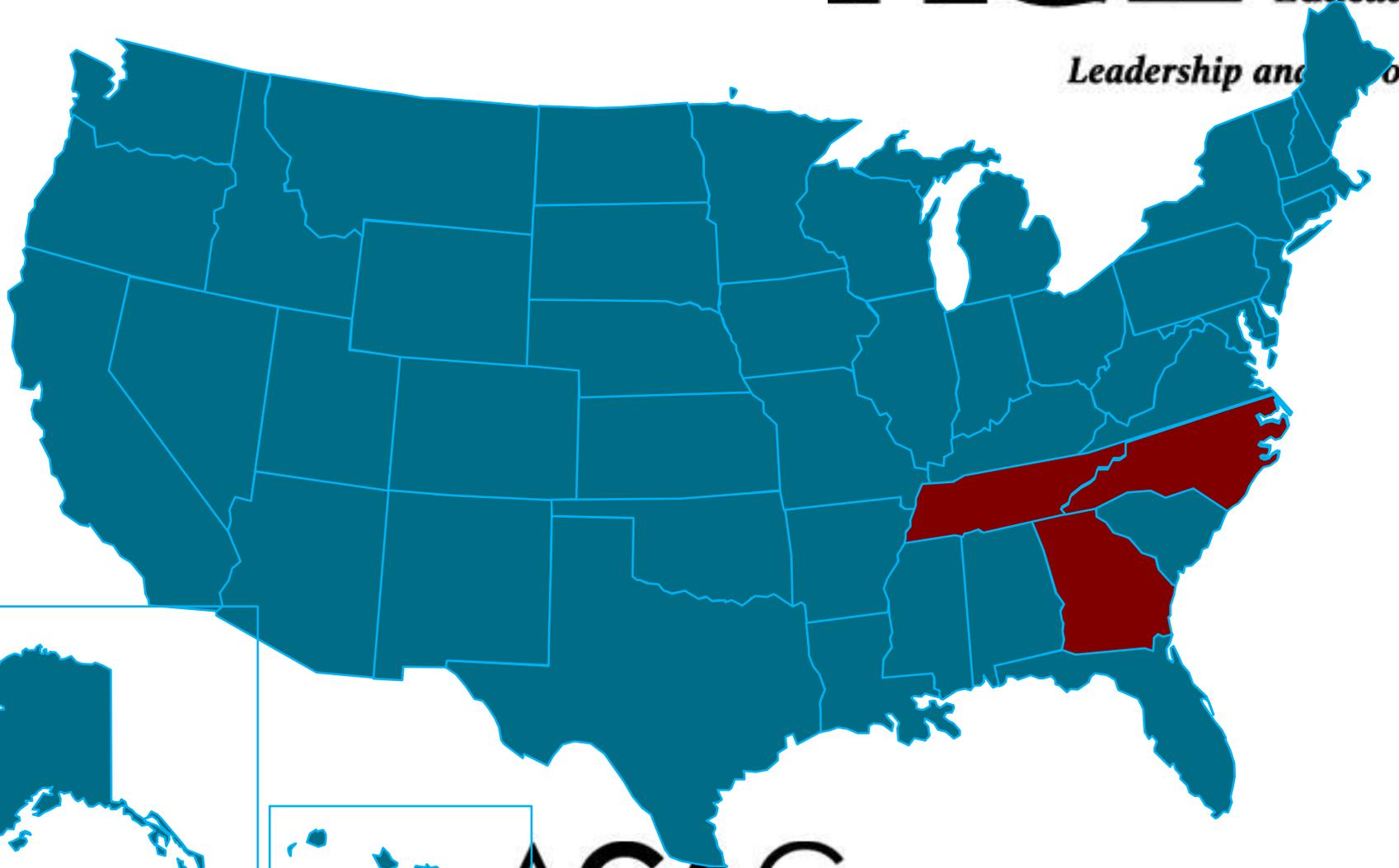
Hawaii

ACAC
American College Application Campaign

2008

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Alaska



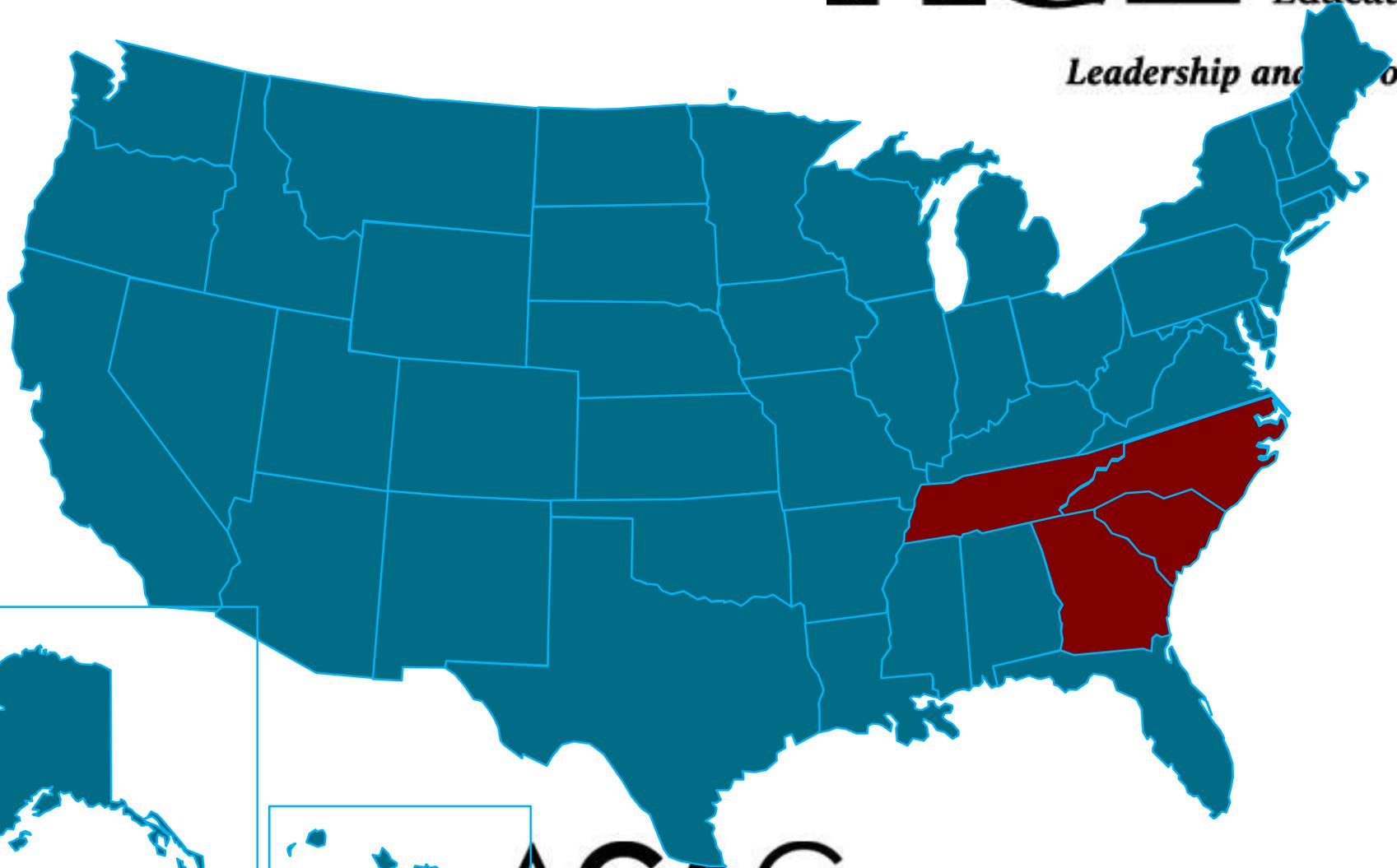
Hawaii

ACAC
American College Application Campaign

2009

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Alaska



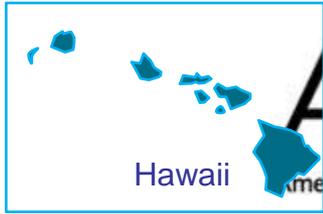
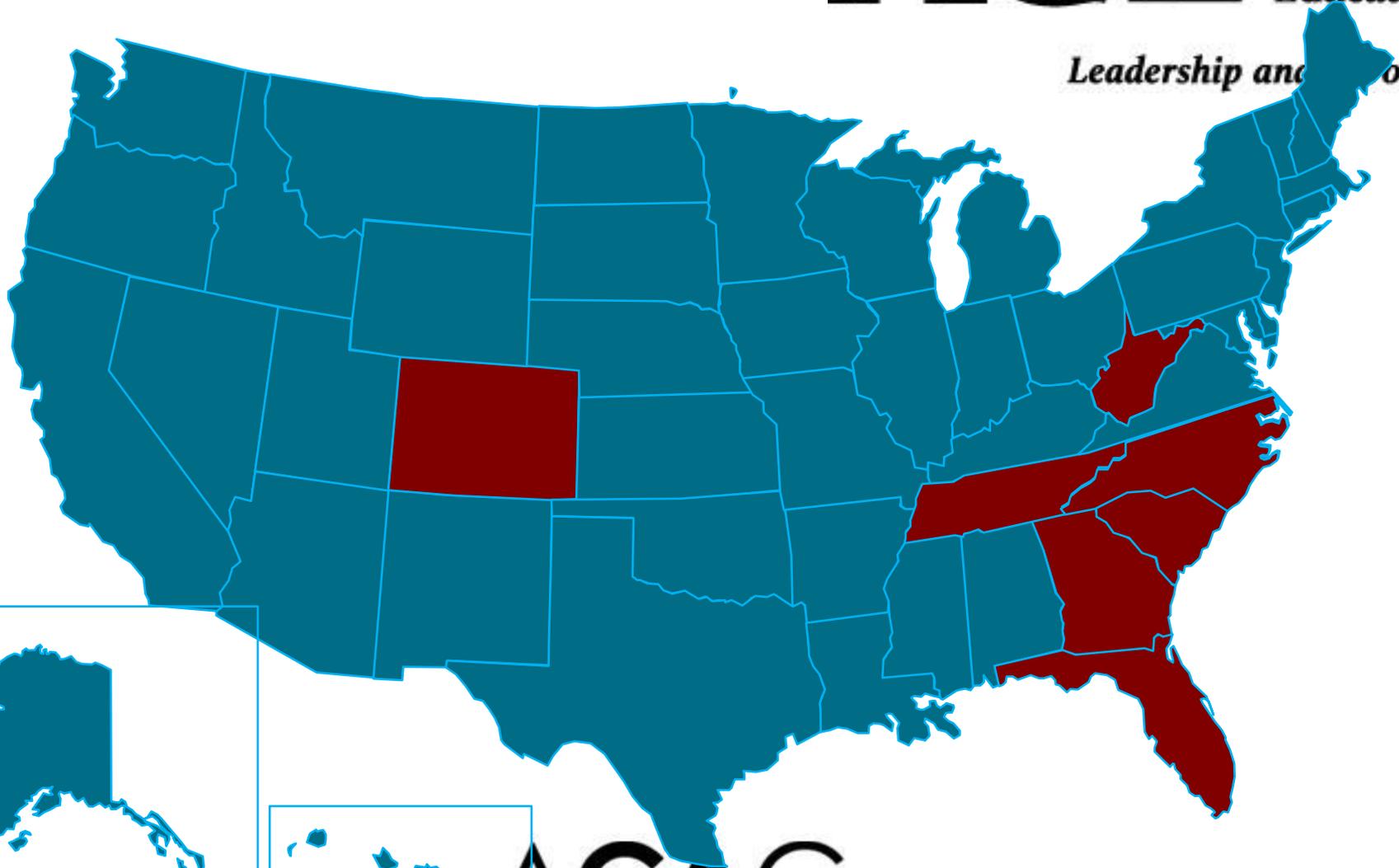
Hawaii

ACAC
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2010

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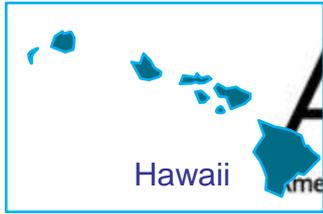
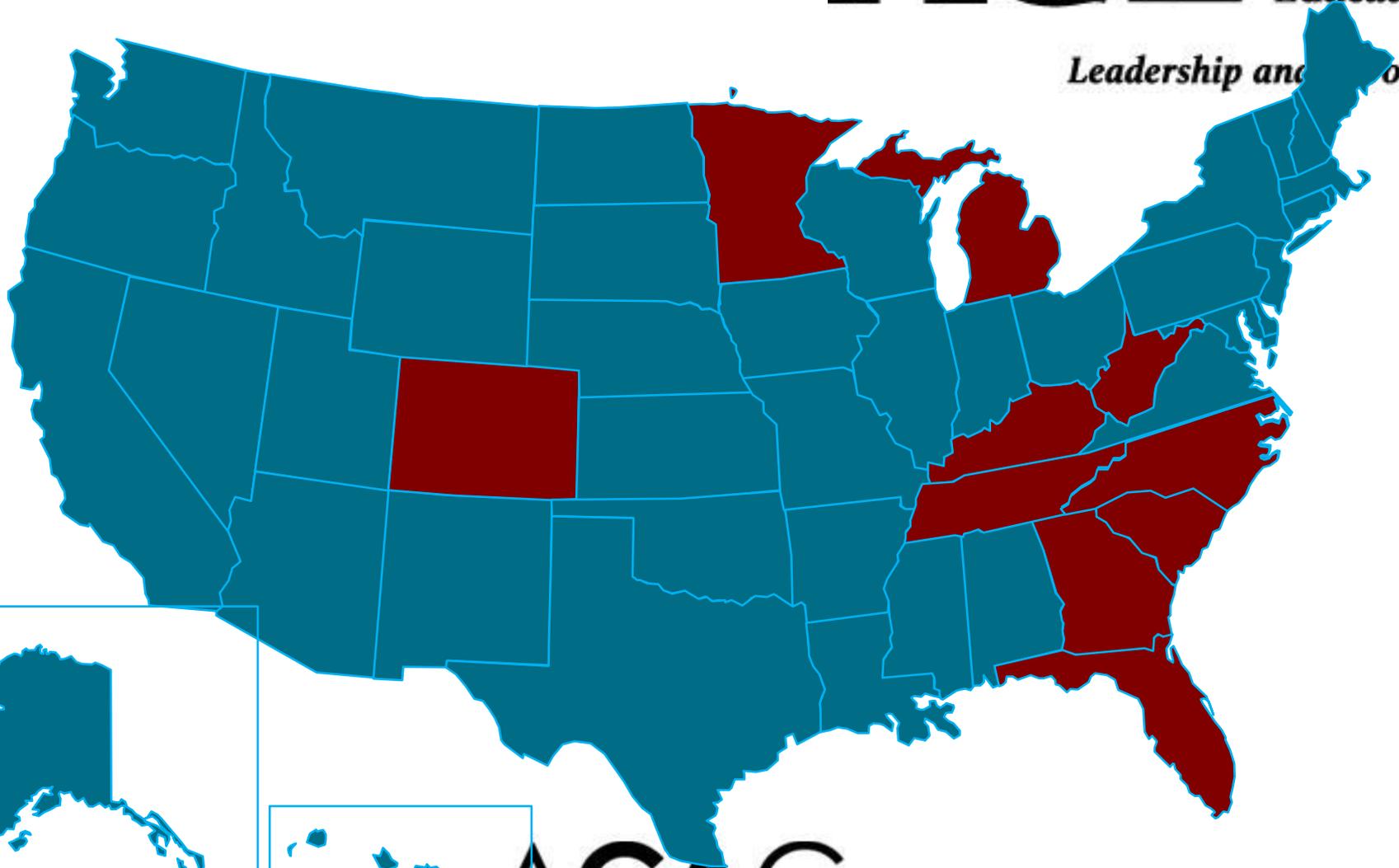


ACAC
American College Application Campaign

2011

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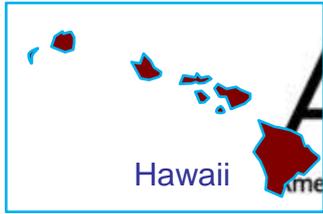
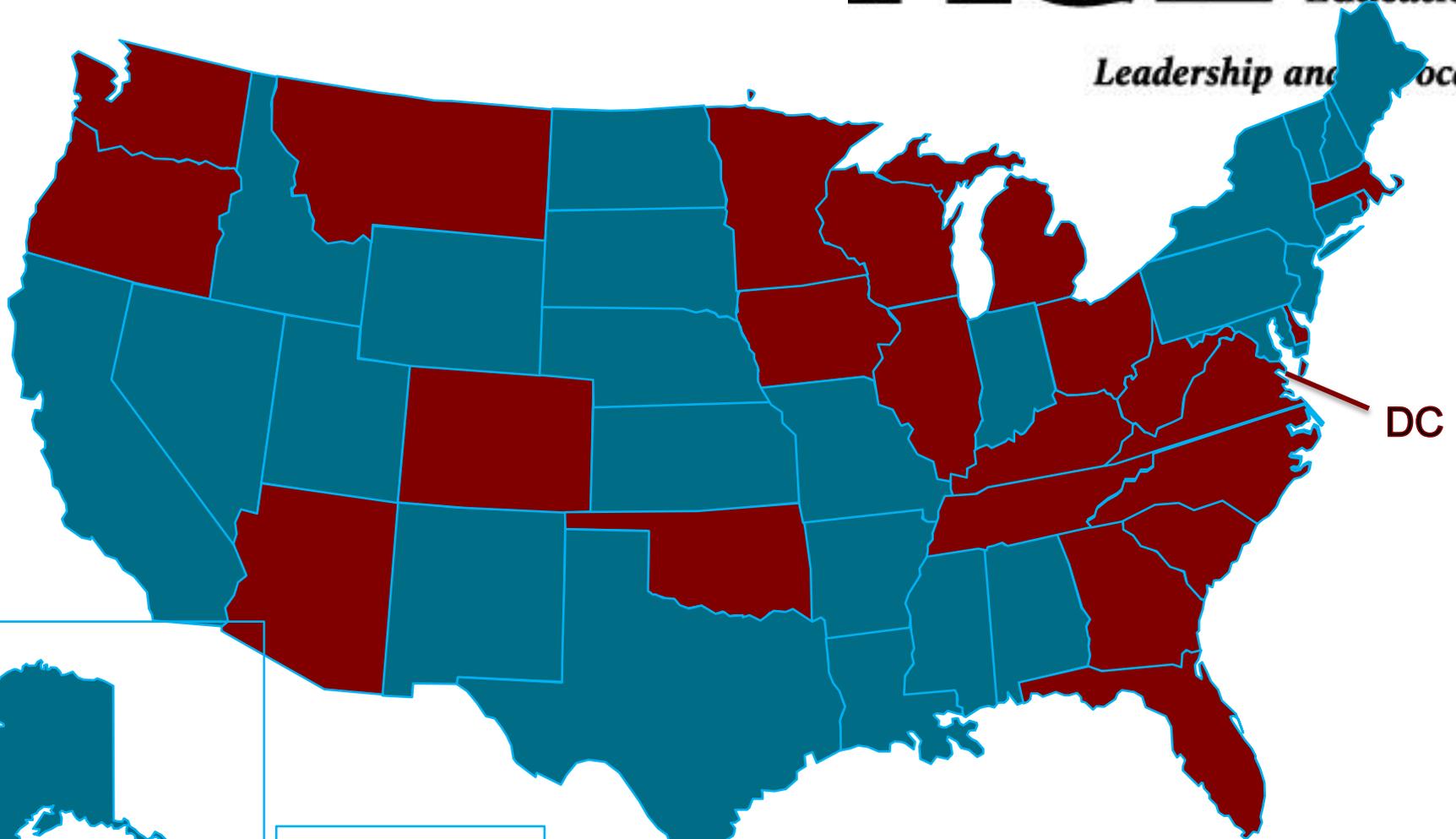


ACAC
American College Application Campaign

2012

ACE American Council on Education™

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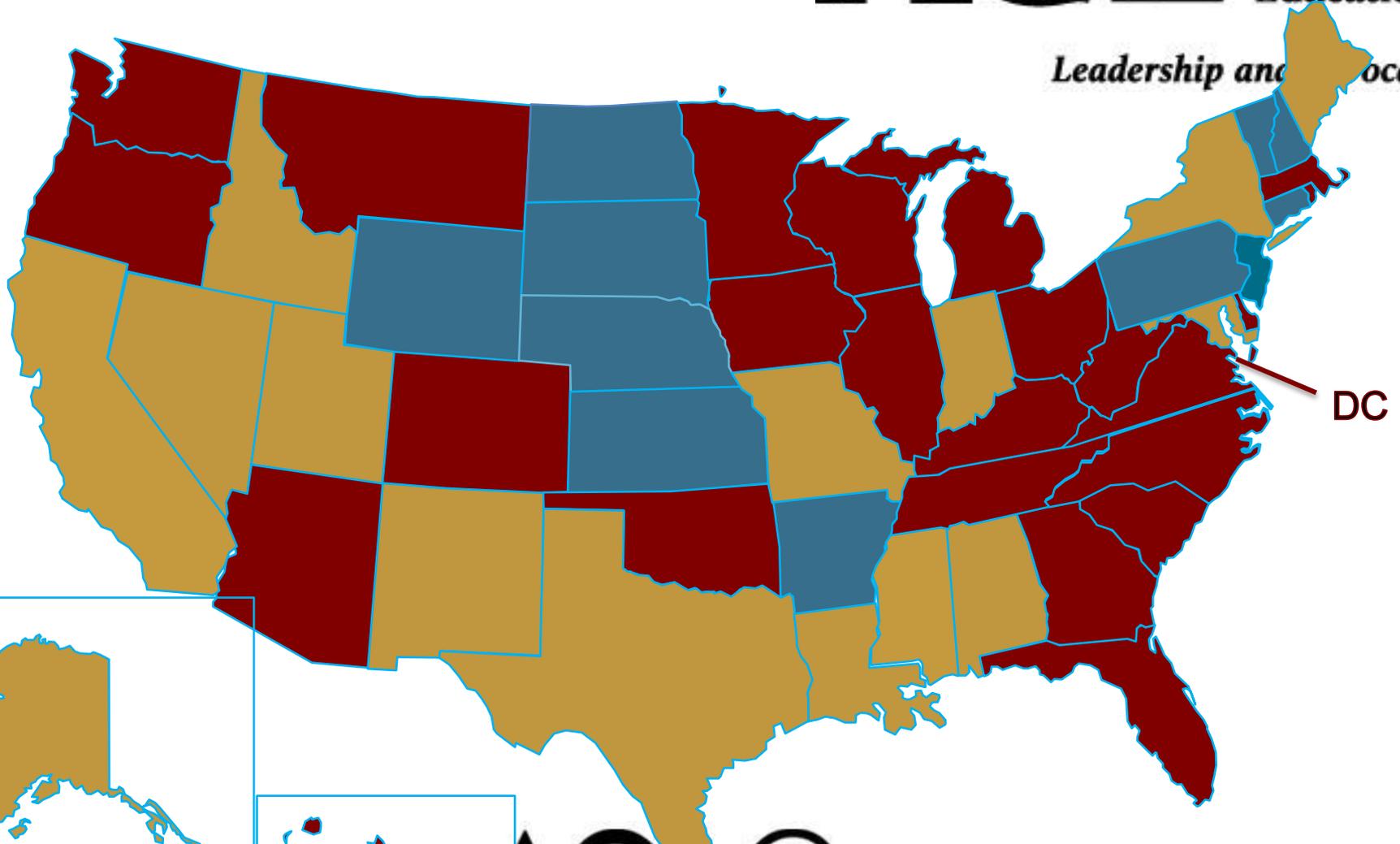


ACAC
American College Application Campaign

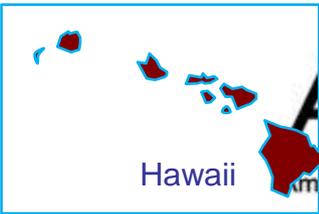
2013

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Leadership and Advocacy



DC



ACAC
American College Application Campaign



Leadership and Advocacy

PREPARING YOUR SCHOOL, STUDENTS AND VOLUNTEERS FOR THE COLLEGE APPLICATION CAMPAIGN EVENT



Site Coordinator Manual

www.acenet.edu/acac



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ACAC SITE COORDINATOR MANUAL 2013 ABSTRACT

[Print](#) [Share](#) [Email](#)

Access to Higher Education

ACAC Site Coordinator Manual 2013 Abstract

The ACAC Site Coordinator Manual includes timelines, checklists, and activities for ACAC high school Site Coordinators to plan and implement a success College Application Campaign event at their school. Manual includes effective practices identified by ACAC states.

ACAC Site Coordinator Manual 2013 Word 1,160KB

Learn more about [Access to Higher Education](#)



ACAC Site Coordinator
Manual 2013 Word
1,160KB

[More stories on Access to Higher Education](#)



Site Coordinator Manual

www.boardofed.gov (Initiatives)



Leadership and Advocacy

The screenshot shows a web browser window with the URL www.boardofed.idaho.gov/board_initiatives/College App Week/GotoCollege_jump.asp. The page header features the Idaho State Board of Education logo and a search bar. A left sidebar contains navigation links: Board Home, Complete College Idaho, College Application Week, Smarter Balanced, Concussion Information, and Taskforce for Improving Education. The main content area is titled 'Idaho College Application Week' and includes a description of the program, the goal of the event, and a list of pilot schools. On the right, there are contact details for the Student Affairs Program Manager (Dana Kelly) and the Communications Assistant (Amy Nelms). A small Adobe Acrobat notice is visible at the bottom right of the page content.

IDAHO STATE BOARD OF EDUCATION

Google Custom Search

- Board Home
- Complete College Idaho
- College Application Week
- Smarter Balanced
- Concussion Information
- Taskforce for Improving Education

Idaho College Application Week

College Application Week is a nationwide program to help every high school student apply for a post-secondary degree. This year, during the week of November 11-15, Idaho is piloting a statewide event with 18 selected high schools throughout the state.

The goal of the event is for all high school seniors to apply to a postsecondary institution.

Site Coordinator Materials

Pilot Schools

- South Fremont High School
- Lapwai High School
- Nampa High School
- American Falls High School
- Sugar-Salem High School
- Minico Senior High School
- Aberdeen High School
- Ririe High School
- Grangeville High School
- Middleton High School
- Notus High School
- Payette High School
- Orofino High School
- Vallivue High School

Student Affairs Program Manager

Dana Kelly ✉
208-332-1574

Send comments via email to idadpweek@osbe.idaho.gov

Communications Assistant

Amy Nelms ✉
208-332-1561

Some documents on this site are viewable only with Adobe Acrobat. [Click here to download.](#)

Site Coordinator Manual



November 11-15, 2013

Welcome Letter	1
History of College Application Week	2
Program Overview	2
Section 1: Planning Your CAW Event	3
General recommendations	4
Site Coordinator Checklist	6
Event Day Reminders	7
Section 2: Getting the support You Need	8
Engaging Others in Your Efforts	9
Managing Volunteers	11
Potential Volunteer Tasks	12
Sample Agenda for Volunteer Training	13
Section 3: Promoting Your CAW Event	14
On-Site Promotion Ideas	15
Local Community Promotion Ideas	17
Section 4: Student Resources	18
Online Search Tools	19
Important Student Reminders	19
Application Fees and Fee Waivers	19
Admission Office Contact Information	21

Site Coordinator Manual



Section 1: Planning Your College Application Week Event

Site Coordinator Checklist

The following table is designed to provide guidance in your planning. These are the steps we believe will be necessary to complete for most College Application Week (CAW) sites, but it may not be exhaustive for your site. Use the blank spaces for additional tasks necessary for planning your event. Remember, you don't have to do all this work alone! Recruit volunteers and co-workers to assist.

Status	Due Date	Task	Notes
		Recruit your core Idaho College Application Week implementation team and meet with them to determine the dates of your site's College Application Week and which activities you plan to undertake. Sign up to participate by completing the interest survey on the CAW website: gotocollege.idaho.gov	
		Review the Site Coordinator Handbook and the CAW website (gotocollege.idaho.gov) with any initial questions.	
		Reserve computer lab or other appropriate space for your CAW activities.	
		Add CAW activities to your school or organization's calendar of events.	
		Complete the Pre-event Information Survey to inform the steering committee about your event dates and times	
		Distribute the CAW Overview for Teachers and Staff handout (download from the CAW website). Encourage them to brainstorm additional college awareness and readiness activities to be held during your event.	
		Send a notice about CAW home to parents and encourage them to talk with their students about the event and application process. (Download a Family Letter template on the CAW website.)	
		Solicit door prizes from area colleges and businesses. It is a good idea to put someone on your committee in charge of this task.	
		Request that your local governmental municipality proclaims your selected week as "College Application Week in [your town/city/county/etc.]"	
		Use sample press release and PSA's to help spread the word in your community. Download samples from the CAW website (gotocollege.idaho.gov)	

Leadership and Advocacy



Section 1: Planning Your College Application Week Event

Event Day Reminders

This checklist offers essential reminders for a successful College Application Week event, including those that will enable you to fulfill your obligations to the CAW steering committee. You may find that there are other tasks to complete on the day of your site's event. Use the blank space to customize this list to your site.

Status	Task	Notes
	Turn on all computers with your preferred web browser open to gotocollege.idaho.gov	
	Post required school information (mailing address, phone, CEEB code, etc.) in each computer lab or classroom where students will be completing online applications. Students may need to reference this information when completing applications. CBOs may need to post multiple signs, one for each high school their students attend. (Download a School Information poster from the CAW website.)	
	Greet volunteers, provide them with a nametag, and give them a job to do.	
	Have seniors sign in as they arrive. A sample sign-in sheet is available on the CAW website, but we strongly urge you to print a list of all seniors' names and birth dates to use as a sign-in sheet.	
	Distribute the "You've Applied ... Now What?" handout. (Download a copy from the CAW website.)	
	Be sure that when students complete and submit their application(s), they print confirmation page(s) or save their application(s) for final work within the next day or two.	
	Before students leave, ensure they do the following: <input type="checkbox"/> Complete the Student Survey on the CAW website <input type="checkbox"/> Review the "You've Applied ... Now What?" handout <input type="checkbox"/> Collect a sticker to celebrate their participation in CAW.	



Idaho College Application Week

November 11-15, 2013





- School team makes college-going visible and plan event
- Students research colleges & identify a match
- School counselors prepare materials
 - Request additional fee waivers
 - Print off transcripts



Building a College-Going Culture



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Ask Me About My School

Banners



Building a College-Going Culture



School Team



Class Assignments



Building a College-Going Culture



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Window Displays

Bulletin Boards

Creating an Atmosphere.....



Building a College-Going Culture



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T-shirts



Building a College-Going Culture



Buttons



Wrist Bands and Flashdrives



Celebrating a College-Going Culture

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American College Application Campaign

Students

Complete College Application Worksheet



Leadership and Advocacy

College Application Worksheet

[State's ACAC Logo]

Instructions: Students, complete this College Application Worksheet and bring it with you on the day of your school's College Application event. 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 you Plan to Submit an Application

Prior to participating in your school's College Application program, you should do some research on the schools to which you plan to apply. Use the worksheet below to keep track of the information you learn during your research on your top three colleges and universities.

1. Name of College:

Is an essay or personal statement required to apply? If so, note the prompt 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 prompt 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 prompt 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 to the event. If flash drives are not allowed on your school computers, talk to your school counselor before the College Application event about how you can access these documents while applying.

Essay or Personal Statement



Students

Complete College Application Worksheet

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

<u>Test #1:</u>	<u>Test #2:</u>
Date Taken:	Date Taken:
Total Score:	Total Score:
Critical Reading Score:	Critical Reading Score:
Mathematics Score:	Mathematics Score:
Writing Score:	Writing Score:

ACT

<u>Test #1:</u>	<u>Test #2:</u>
Date Taken:	Date Taken:
Total Score:	Total Score:
Critical Reading Score:	Critical Reading Score:
Mathematics Score:	Mathematics Score:
Science Score:	Science Score:
Writing 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:

Activity 5:

Students

Complete College Application Worksheet

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:

3. **County of Residency:**

4. **Have you ever lived outside of [State's Name]?**

If yes, how many years have you lived in [State's Name]?

When did you move to [State's Name]? (this may be your birthdate)

5. **Citizenship Status** (circle one)

US citizen

Permanent Resident Alien

Nonresident Alien

Other

6. **Did your parent(s)/guardian(s) pay state income taxes last year?** Yes No

If Yes, in which state?

7. **Do you have a parent or guardian who is currently on active duty in the military?**

Yes No

8. **Employment Information:** List any employment you have held for the last two years, including dates. It would be good to include volunteer information here as well:

Employer:

Dates Employed:

Employer:

Dates Employed:

Employer:

Dates Employed:

Employer:

Dates Employed:

College Application Information

Many colleges will ask for information regarding your college plans. You may be asked what subject area you intend to major in and for which term you are applying. Be sure to do research prior to your school's College Application event regarding whether the colleges you are interested in have the major you want to study. If you don't know what you want to study, that's okay! You can work with your school counselor while you're still in high school to do career exploration and there will be resources on college campus to assist with this as well. If you don't know the subject area in which you want to major, you can likely apply with "undecided," but do your research before the College Application event to make sure that is an option at the schools to which you plan to apply! Regardless, you can also change your major once you are enrolled in college too.

Intended Program or Major:

Residency Status Questions





Institution	Application Fee- Paper	Application Fee- Online	Accepts Waiver?
Boise State University	\$50	\$50	Yes
University of Idaho	\$60	\$60	Yes
Idaho State University	\$50	\$50	Yes
Lewis-Clark State College	\$0	\$5.25	No
College of Southern Idaho	\$10	\$0	No
North Idaho College	\$0	\$0	N/A
College of Western Idaho	\$25	\$25	All Waived CAW
Eastern Idaho Tech College	\$15	\$15	No

Students: Research Options NCES – College Navigator



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English [Español](#) [About](#)

Name of School
Type name of school here

States (use map for more than 1 state)
 No Preference
 Alabama
 Alaska
 Arizona
[Use Map](#)

ZIP Code **Miles from**

Programs/Majors
0 Items Selected [Browse for Programs](#)

Level of Award [?](#)
 Certificate Associate's
 Bachelor's Advanced

Institution Type [?](#)
 Public 4-year
 Private non-profit 2-year
 Private for-profit < 2-year

[MORE SEARCH OPTIONS](#)

[Show Results](#)

[Guide Me](#) | [Clear Search](#)



- » **Refine your search with *More Search Options*** to select additional search criteria.
- » **Build a list of schools using *My Favorites*** for side-by-side comparisons.
- » **Pinpoint school locations with an *interactive map*.**
- » **Export search results into a *spreadsheet*.**
- » **Save your session** including search options and favorites.
- » **Add *College Navigator*** to your browser search bar.

College Affordability and Transparency Center 
Browse lists of institutions with the highest and lowest tuition & fees and net price. [» GO](#)

ADDITIONAL RESOURCES

Preparing for your Education
Find out what you need to do to prepare for education beyond high school. [» GO](#)

Financial Aid
Apply for Federal Student Aid on FAFSA. [» GO](#)

Careers
Deciding on a career? Consult the [bls.gov](#) Occupational Outlook Handbook. [» GO](#)



Students: Research Options College Results Online



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The screenshot shows the College Results Online website in a browser window. The browser's address bar displays 'www.collegeresults.org'. The website has a yellow header with the 'COLLEGE RESULTS ONLINE' logo on the left and 'The Education Trust' logo on the right. A navigation bar below the header contains links for 'Home', 'Choose a College', 'Compare Colleges', and 'Advanced Search'. The 'Choose a College' section is active, featuring a search input field, a 'View College Now' button, and a photograph of four graduates. Below this are sections for 'COMPARE COLLEGES' and 'ADVANCED SEARCH', each with a brief description and a corresponding button. At the bottom, there is an 'About College Results Online' section with a small portrait of a man and a list of features.

College Results Online

www.collegeresults.org

Most Visited Getting Started Latest Headlines Apple Google Maps YouTube Wikipedia News Popular http://www.worl... Bookmarks

Frequently Asked Questions Resources Saved Searches (0) Contact Us

COLLEGE RESULTS ONLINE

The Education Trust

Home Choose a College Compare Colleges Advanced Search

CHOOSE A COLLEGE

View College Now

Type in all or part of the name of a specific college to see its graduation rates and related information along with information about a comparison group of 15, 25 or 50 similar colleges.
[View more search options >>>](#)

COMPARE COLLEGES

Create your own group of colleges to compare their graduation rates and related information.

Compare Colleges Now

ADVANCED SEARCH

Compare graduation rates for a group of colleges that you select based on specific student and institutional characteristics.

Go to Advanced Search

About College Results Online

College Results Online (CRO) is an interactive, user-friendly Web tool designed to provide policymakers, counselors, parents, students, and others with information about college graduation rates for nearly any four-year college or university in the country. CRO allows users to:

- Examine colleges' graduation rates, and see how those rates have changed over time.

Students: Research Options College Board's Big Future



Leadership and Advocacy

The screenshot shows a web browser window with the URL <https://bigfuture.collegeboard.org>. The browser's address bar and tabs are visible at the top. Below the browser window, the website's navigation menu includes links for College Planning, YouCanGo!, SAT, AP, PSAT/NMSQT, CLEP, For Educators, and More. The main content area features the 'bigfuture by The College Board' logo, a search bar with the placeholder text 'Find Colleges, Advice and More', and a 'Search' button. Below the search bar, there are navigation links: Get Started, Find Colleges, Explore Careers, Pay for College, Get In, and Make a Plan. The central part of the page is a large banner with a background image of a smiling young woman, Nydia. Overlaid on the banner are several call-to-action elements: a green circle with the text 'I was homesick at first, but now I love my college.' and a 'Watch' button; a pink circle with the text 'Not sure where to start? Go >'; and a blue circle with the text 'Search for colleges that fit you.' Below the banner, there are three main navigation buttons: 'find colleges', 'pay for college', and 'make a plan'. At the bottom of the page, there is a footer with a 'Welcome!' message, 'Sign up' and 'Sign In' buttons, and a section for 'Me', 'My Colleges', and 'My Plan'. A small text block at the bottom right reads: 'What's college really like? Students and experts share the inside scoop. Watch videos.'

Students: Research Options Center for Student Opportunity



Leadership and Advocacy

A screenshot of a web browser displaying the 'Find Colleges' website. The browser's address bar shows 'www.imfirst.org/colleges/'. The website has a corkboard-style header with the text 'COLLEGE IS MY OPPORTUNITY' and a speech bubble logo that says 'I'm First!'. Below the header is a navigation menu with 'Colleges', 'Q & A', and 'Blog'. A search bar labeled 'Find Colleges' and a 'Sign In' button are also visible. The main content area is titled 'Find Colleges' and includes a sub-header: 'Search and connect with colleges and universities that support first-generation college students.' On the left, there are filters for 'SEARCH BY NAME AND DESCRIPTION', 'REGION' (Mid-Atlantic, New England, South, Southwest), 'STATE' (Alabama, Alaska, Arizona, Arkansas), and 'PUBLIC PRIVATE' (Any type). On the right, there is a pagination control and a list of college results. The first result is 'AAA CSO UNIVERSITY' in Bethesda, MD, with a description: 'CSO University is empowering first-generation college students to and through college. We believe that the opportunity for college exists for students who do not have a family history of higher education. I'm First is an online community offering support ...'. The second result is 'AMHERST COLLEGE' in Amherst, MA, with a description: 'Amherst College has an educational tradition that stretches back to its founding in 1821, and since that time, the college has become one of the nation's premier liberal arts schools. Amherst's 1,795 talented and energetic students — 43 ...'. The third result is 'APPALACHIAN STATE UNIVERSITY' in Boone, NC, with a description: 'Appalachian State University combines the best attributes of a small liberal arts college with those...'. A 'Feedback' button is located on the right side of the page.

Students: Research Options College Board's You Can Go



Leadership and Advocacy

A screenshot of a web browser displaying the YouCanGo! website. The browser's address bar shows 'youcango.collegeboard.org'. The website's navigation bar includes links for 'YouCanGo!', 'College Planning', 'College Search', 'SAT*', 'AP*', 'PSAT/NMSQT*', and 'More'. Below the navigation bar, the 'YouCanGo! by The College Board' logo is prominently displayed. To the right of the logo are several menu items: 'Why Go?', 'Student Stories', 'Your College Options', 'Find Nearby Colleges', 'Next Steps', and 'Your Pledge'. The main content area features a large video player with a central image of a young woman with bright pink hair wearing a black jacket. A yellow callout box in the top left of the video player contains the text 'Share this with your network of friends & family' and a 'ShareThis' button. Navigation arrows are visible on the left and right sides of the video player. At the bottom of the video player, there are two yellow buttons labeled 'View video transcript'. To the right of the video player is a red vertical banner with the text 'COS DIDN'T H' in white.

Students: Research Options Idaho Dept of Labor



Leadership and Advocacy

The screenshot shows a web browser window displaying the Idaho Career Information System (CIS) website. The browser's address bar shows the URL `labor.idaho.gov/dnn/Default.aspx?TabID=2470&AspxAutoDetectCookieSupport=1`. The website features a prominent banner with the text "get future ready. EXPLORE YOUR FUTURE. PLAN YOUR CAREER. GET A REALITY CHECK." and a "FREE LOGIN" button. The navigation menu includes links for HOME, JOB SEEKERS, BUSINESSES, CAREER INFO, WAGES & STATS, CALENDAR, and NEWS. A search bar is located in the top right corner. Below the navigation menu, there are social media icons and a "TEXT SIZE" selector. The main content area is divided into three sections: "IDAHO CAREER INFORMATION SYSTEM" with a list of links (Home, CIS Products, About CIS, News, Events & Training, Support), a photo of a young man with a laptop, and a login section with buttons for "LOGIN - CIS", "IDAHOWORKS", and "GUEST - CIS". The login section includes a form for "User name:" and "Password:" with a "Login" button, and links for "Don't have a login?" and "Forgot your password?".

Students

Identify at least one school



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School	Distance from Home (Mountain Home, Idaho)	Academic Program	Cost per academic year	Graduation Rate
University of Idaho (Moscow)	343 miles	Conservation Science	15,790 + 3,910 Living on campus	6 yr. 56%
Lewis-Clark State College (Lewiston)	342 miles	Natural Science	13,924 + 3,880 Living on campus	6 yr. 22%
Boise State University (Boise)	42 miles	Civil Engineering	15,178 + 5,168 Living on campus	6 yr. 27%
Idaho State University (Pocatello)	194 miles	Ecology/ Cons. Bio; Civil Engineering	12,741 + personal Living on campus	6 yr. 34%
Eastern Idaho Tech College (Idaho Falls)	238 miles	Energy Systems Technicians	6,194 + 9,136 Living OFF campus	3 yr. 37%
College of Southern Idaho (Twin Falls)	85 miles	Civil Engineering/ Environmental Technology	7,740 + 4,448 Living on campus	3 yr. 18%

Recruiting and Preparing Volunteers



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Who?

College admissions reps,
financial aid officers,
college advising corps
members, college access
professionals, retired
teachers, local business,
political leaders, and
parents



Recruiting and Preparing Volunteers



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What?

Greet students, answer questions, review applications, manage sign-in sheets, fill printer with paper, hand out “Next Steps” sheet, serve as motivational role models



Recruiting and Preparing Volunteers

Why?

Engages community in the schools for a positive reason, highlights adult mentors, reinforces the importance of continuing education, brings additional resources to the task – not only for the College Application Campaign but for other school efforts as well



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Recruiting and Preparing Volunteers

How?

Newsletters,
Presentations at meetings of local nonprofits, PSAs, Letters from the Principal and/or School Counselor, Personal contacts



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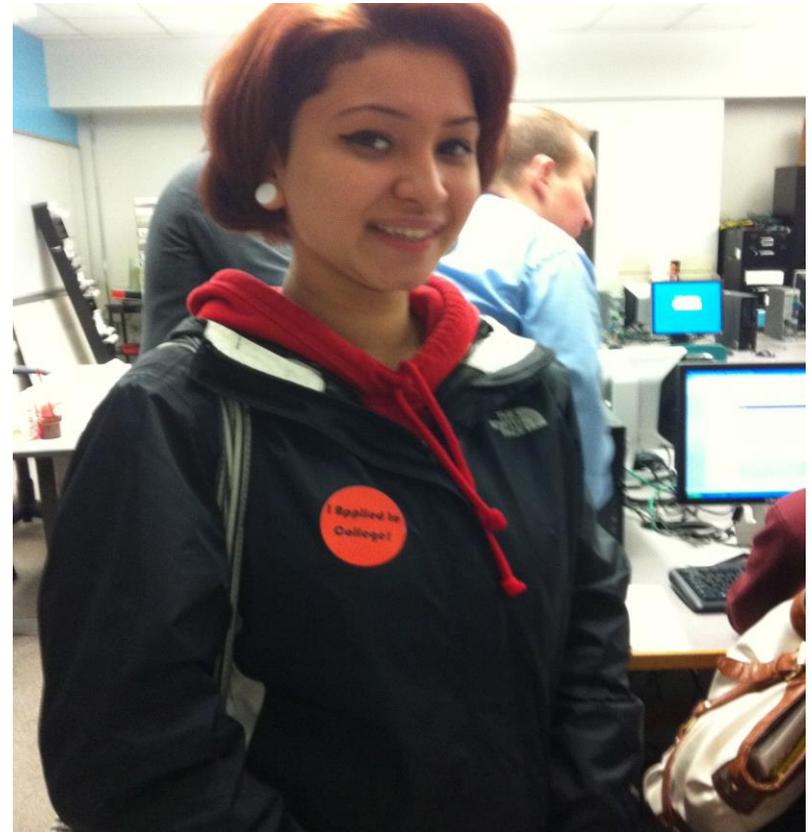
Recruiting and
Preparing
Volunteers

Volunteer Orientation Meeting

Inform volunteers of tasks,
gather contact information,
review background check
requirements, remind them
to check school loyalties at
the door, answer questions,
and thank them!

ACE American
Council on
Education™

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ACAC
American College Application Campaign



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THE DAY OF THE EVENT



College Application Day



- Hold the event
- Keep records:
 - who and how many students applied
 - how many applications were submitted
 - how many students registered for a FAFSA pin
- Keep a record of who volunteered and contact info
- Hand out the “What Next” sheet



What's next?

What's Next Handout [State's ACAC Logo]

I've Applied...What's Next?

Congratulations! You have applied to college – you've applied! During the program you also should have applied for and received your FAFSA PIN. 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 be required to pay an application fee. If so, you can pay your application fee the following ways:

1. You can pay 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, date credit card was issued, 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. Check with your school counselor about this option. 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.
4. You can save your application, print it, and mail it in with your payment or fee waiver.

Follow Up with 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. Either way, make sure you put this confirmation page in a safe place. 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?

- [Insert information about state resources for financial aid research.] 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.
 - Mark your calendar for [Name of State's FAFSA Completion Event] at a college, university, or community center near you to learn more about your 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.

Be sure to pick up copies of the handouts before leaving the computer lab today.

FAFSA Completion Event Reminders [State's ACAC Logo]

[Name of State's FAFSA Completion Event]

[FAFSA Completion Event's Logo]

Assistance with Your Free Application for Federal Student Aid (FAFSA)

Date: [FAFSA Completion Event Date]

Time: [FAFSA Completion Event Time]

Location: (Nearest location)

Contact Info

Host: [FAFSA Completion Event Group or Organization]

Contact Phone Number: [Phone Number for FAFSA Completion Event]

Contact Email: [Email for FAFSA Completion Event]

What to Bring

The following items are what you should bring to the event.

- Your Personal Identification Number (PIN number), if you have been assigned one. You should have registered for your FAFSA PIN during [Name of State's ACAC program]. If you do not already have a PIN or if you have forgotten your PIN and need to retrieve it, you can go here: www.pin.ed.gov. Be sure to do this prior to the event!
- If you have previously completed a FAFSA Worksheet, please bring it with you.
- Your Social Security Number.
- Your driver's license (if any).
- Your parents' [Tax Year] W-2 forms (if you are a dependent student). If you earned income in [Tax Year], you should also bring your [Tax Year] W-2 forms.
- Your [Tax Year] untaxed income records (e.g., Veteran's non-education benefit records, child support received, worker's compensation).
- Your current bank statements.
- Your current business and investment mortgage information, business and farm records, stock, bond and other investment records.
- Your resident alien registration or permanent resident card (if you are not a U.S. citizen).

For more information, visit the [Name of State's FAFSA Completion Event] website here: [FAFSA Completion Event Website]





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AFTER THE COLLEGE APPLICATION CAMPAIGN EVENT



After College Application Day

- Hold a debriefing session with volunteers and school personnel – conference call or meeting
- Send thank you notes to volunteers
- Prepare a newspaper article about the success of the event
- Collect data requested at state level
- Present at conferences on your experiences



QUESTIONS?



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