

Pre-Event Preparation: First Steps

- ☐ Print and Review Virginia College Application Week (VCAW) Site Coordinator Manual
- ☐ Identify and reserve a site for Virginia College Application Week
- ☐ Add Virginia College Application Week to the school calendar
- ☐ Identify a School Team to build support and assist with tasks; use the Resources Audit available in this manual to identify members of the team.
- ☐ Host a school team meeting to discuss the implementation of the program at your school
- ☐ Ensure you have adequate counts of ACT, SAT and/or NACAC fee waivers

Promoting VCAW First Steps

- ☐ By information letters
- ☐ By phone/text blasts
- ☐ By posting information on school website, school newsletter, school marquee
- ☐ Pre-event press release

Prepare Students for the Event

- ☐ 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, the Virginia Wizard and other college information guides (links available in this manual)
- ☐ Sponsor and/or support participation in college fairs or college visits
- ☐ Distribute College Application Prep Sheet and/or the Resume Activity Sheet for students to complete before the event
- ☐ Implement college exploration and preparation assignments in classrooms

Identify and meet with students eligible for application fee waivers

- ☐ Get volunteers involved to assist with the event
- ☐ Communicate with volunteers (letter and/or email)
- ☐ Ask local/state higher education institutions to support activities
- ☐ Assign tasks
- ☐ Ensure volunteers have "Ask Me!" stickers

Implement school-wide activities to build awareness and enthusiasm

- ☐ College t-shirt/sweatshirt days
- ☐ College wall bulletin boards
- ☐ "Ask Me!" signs on offices and classroom doors
- ☐ Door decorating contests
- ☐ Morning announcements
- ☐ Guest speakers
- ☐ Parent/Student Nights
- ☐ Engage underclassmen in the school's Virginia College Application Week

HOLD COLLEGE APPLICATION EVENT!

- ☐ Ensure students fill out the online survey and sign-out sheet
- ☐ Ensure students receive Next Steps and FAFSA Next flyers
- ☐ Identify and meet with students eligible for application fee waivers

Post-event follow-up

- ☐ Write thank you letters to volunteers
- ☐ Analyze results from student sign-out sheet, submit to state coordinator
- ☐ Host a post-event debrief with your school team
- ☐ Fill out the Site Coordinator survey by December 1st
- ☐ Follow up with students to ensure they complete the college admissions and financial aid application processes