

Louisiana college application MONTH



October 2014

Partner of the American College Application Campaign



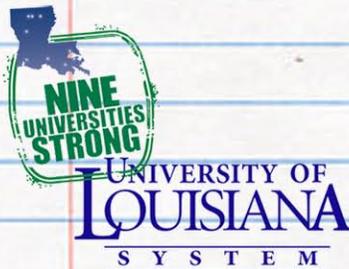
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Welcome to the American College Application Campaign

The American Council on Education is pleased to provide a home to the American College Application Campaign, a multi-state effort to increase college access through dissemination of ideas, development of practices and technical assistance for implementation of a College Application Campaign event.

This manual gives an overview of American College Application Campaign and particularly its efforts to assist states and US territories as each implements a College Application Campaign event. This manual is intended for high school site coordinators, typically school counselors or assistant principals, as they plan and implement a College Application Campaign event at their school. A separate guide and resources are available on ACAC's website, www.acenet.edu/acac, for the designated State Coordinator.

This manual has been updated by your state's designated State Coordinator to reflect the implementation of the College Application Campaign in your state. For any questions regarding the information included in this document, please contact your State Coordinator.

The ACAC initiative began in 2005 in a single GEAR UP North Carolina high school in Chatham County. Since that time, the program has expanded statewide in North Carolina with every district and more than 470 high schools participating annually. Since 2008, the number of states implementing a College Application program has been growing. In 2013, ACAC programs took place in 2,513 high schools; 153,114 students participated; 219,855 college applications were submitted in 39 states and the District of Columbia. In 2014, participating states will number 50. This manual highlights the most effective practices of these states.

We hope you find this a useful guide as you implement strategies to achieve increased college access in your school.

This document is updated annually. The most recent version will be available on the American College Application Campaign website (www.acenet.edu/acac).

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Joining the American College Application Campaign

About the Campaign

The American College Application Campaign (ACAC), an effort of the American Council on Education (ACE), is a national initiative to increase the number of first-generation and low-income students who pursue a postsecondary education. The purpose is to help high school seniors navigate the college admissions process and to ensure each participating student submits at least one admissions application.

The Campaign is conducted state by state and is typically held in early November. However, there may be variations to the scheduled week in order to accommodate state-specific needs. After submitting the admissions application, students are then asked to register for their FAFSA PIN. As students depart the event, they are provided with the date of Louisiana's College Goal Sunday event to ensure they apply for financial aid as part of the admissions process.

Responsibilities of Participating High Schools

High schools implementing a successful College Application Campaign event at their school will include the following as part of their initiative:

- Hosting a program during the school day that is open to any student interested in applying with a focus on engaging first-generation students, low-income students and students who otherwise might not apply to college. Your state's initiative may be a week or longer, but most schools host events on only one or two days, depending on the size of the senior class.
- Identifying and convening a school team comprised of staff and community members.
- Leveraging support of the school team to ensure that students are prepared to participate in the event (essays are completed prior to the program, students have researched the institutions to which they want to apply, etc.).
- Engaging the local community, families and others through volunteer opportunities, information letters and advertising the program.
- Creating a college-going culture within the school through a variety of approaches – some suggestions are included in this guide.
- Collecting data as requested by the State Coordinator including, but not limited to, the number of students participating and the number of applications submitted.
- Following-up with students after the event to ensure applications submitted are complete (transcripts, college entrance exam scores, letters of recommendation, submitting a complete FAFSA, etc.).

Campaign Resources for your High School

For questions about Louisiana College Application Week, contact the following Co-Statewide Coordinators:

Timenee Thomas
Program Coordinator
LA GEAR UP
602 N 5th St.
Baton Rouge, LA 70802
Timenee.thomas@la.gov
Phone: 225-219-9409
Fax 225-208-1597

Kristen O'Neil
Public Information & Communications Supervisor
Louisiana Office of Student Financial Assistance
602 N. 5th St
Baton Rouge, LA 70802
koneil@osfa.la.gov
Phone: 225-219-7578
Fax: 224-208-1496

Through foundation funding, the American College Application Campaign can provide technical assistance and training to support high schools in their implementation of a College Application Campaign event.

Implementing a College Application Campaign Program: Overview

Program Implementation at the School-Level: Site Coordinator

Each high school will identify a site coordinator, typically a high school counselor or assistant principal, who will be responsible for implementing the program locally. ACAC has provided tools and resources that the state and/or participating high schools can use or customize to your state's or school's program. These implementation tools are available in this manual and have been customized by your State Coordinator(s) to reflect your state's implementation of the College Application Campaign program.

Planning and Communicating the Campaign Program

It is important that your school communicate the opportunity to students, their families and your local community. Suggestions for communicating and marketing your state's College Application Campaign event are available in this manual and on ACAC's website, www.acenet.edu/acac, under Resources.

Volunteers are a critical component of any school's College Application event. To assist your school in identifying volunteers from your local community, information letters intended for community partners and families of your seniors are included in this guide.

Although your school's program will not be implemented until the fall, it is important to begin planning for the program early in the calendar year or at the beginning of the school year at the very latest. A timeline to guide the planning of your school's event is provided in this manual.

Identifying Stakeholders and Convening a School Team

Schools that have successfully implemented a College Application Campaign event have done so through the collaboration of multiple stakeholders. A key approach to engaging stakeholders is the creation of a school team that will provide input on and support for the various logistics necessary to implement a successful College Application Campaign event at the school level. Below you will find a list of recommended local resources that you can use to identify the key stakeholders in your community. Keep in mind that this list is not exhaustive and you should engage any other community partners that have a vested interest in college access and success. When planning and implementing your school's College Application Campaign initiative, you should follow all district and school policies regarding non-school personnel visiting, volunteering or otherwise assisting with your school's program.

Potential community partners include:

- Admissions representatives from local colleges (two-year and four-year)
- Local business leaders
- Local Chamber of Commerce
- College access initiatives (federally-funded, state-funded, or community-based)
- Faith-based community
- Nonprofit organizations such as the YMCA, 4H, Boys and Girls Club, etc.
- PTA and other parents/family members who want to be engaged in the process
- Student leaders in your high school
- Retired school personnel
- Local government officials or elected representatives

College Application Event Resource Audit

The American College Application Campaign and programs held at participating high schools are collaborative initiatives. As such, engaging education partners from the local community is highly recommended at the school-level. This worksheet is intended to assist your school in identifying potential partners to assist with the planning and implementation of your school's College Application Campaign program. The list is not exhaustive and other key stakeholders and initiatives in your community should be included in the College Application Campaign event as determined by your school's leadership. When planning for engagement of your school team, keep in mind that you should follow all district and school policies regarding non-school personnel visiting, volunteering or otherwise assisting with your school's program.

SCHOOL PARTNERS

Use the table below to identify potential education partners in your school's College Application Campaign event. Space has been provided at the bottom of the table for you to add additional education partners if needed.

| Potential Partner | Name of Contact | Email Address | Phone Number |
|--|-----------------|---------------|--------------|
| Admissions Representative from local college | | | |
| Local business leader | | | |
| Local Chamber of Commerce | | | |
| Community-based college access initiative | | | |
| Faith-based community representative | | | |
| Non-profit representative | | | |
| PTA or parent representative | | | |
| Student representative | | | |
| | | | |
| | | | |
| | | | |
| | | | |

School Team: Agenda Items for your Convening

As outlined above, a school team comprised of a variety of stakeholders is extremely effective in creating support and buy-in for your school's College Application Campaign event. There are a variety of topics that can be and should be discussed with your school team.

Some of the key topics the school team should discuss are:

- What is the College Application Campaign event?
- Role of school team
- Date(s) for the event (October 2014)
- Communication strategy: Student, parents, school staff, community
- Pre-Application events – Ensuring students are prepared
- Pre-Application events – Creating or enhancing a college-going culture
- Mayoral Proclamation
- Engaging volunteers
- Evaluation and data collection
- Application follow-up – Ensuring the college and financial aid processes are completed

After your College Application Campaign event, your school team should meet to debrief on the successes and challenges of the current year's initiative – feel free to use the topics above to guide the discussion. The debrief meeting should occur as close to the conclusion of your school's College Application Campaign event as possible. By quickly assessing what worked and what areas need improvement, your school team can get a jump-start on planning for the following year's program and create an action plan to follow-up with participating students who need to complete the college application and financial aid application processes.

Timeline: Implementing a College Application Program

Although your school's College Application program won't be implemented until the fall, it is important that your school begin planning for the program *early*, ideally no later than the start of the school year. Below you will find a recommended timeline for your school's College Application Campaign program. The timeline may need to be shifted based on the dates selected for your state's Campaign program and other nuances of your state's initiative.

Site Coordinator: College Application Event Timeline³

Fall – Start of School Year

- Engage your high school for participation in the Louisiana College Application Month program.
- Make each senior aware of the College Application 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 and host first meeting.
- Add the Louisiana College Application Month event to your school's master calendar.
- Reserve the computer facilities for your school's College Application 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. Links to these resources are included in this manual.

8 weeks prior to event, Week of: August 4-8, 2014

- Confirm that your school's information is listed correctly on the Louisiana College Application Month event website.
- Contact your State Coordinators if there are issues.
- Communicate the opportunity to students, families, and the community using the information letters available in this manual. This is a great way to recruit volunteers!
- Communicate with volunteers for your event using the letters in this manual or by making announcements at school meetings, PTA/PTO meetings and/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: August 11-15, 2014

- Arrange a schedule for your event, including which groups or classes of students will participate at what time.
- Encourage students to begin college research. Use Education Trust's www.collegeresults.org, the Center for Student Opportunities' www.CSOCollegeCenter.org, and other appropriate resources.
- Review supplemental activities provided in this manual 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 Louisiana College Application Month program. Suggestions are included in this manual.

6 weeks prior to your event, Week of: August 18-22, 2014

- Provide eligible students with application fee waiver information.
- Begin implementing Louisiana College Application Month event supplemental activities. Recommendations are included in this manual.
- Contact the Mayor's office to have your Louisiana College Application Month proclaimed. If other schools in your district are hosting events, coordinate with them on the request.

5 weeks prior to your event, Week of: August 25-29, 2014

- If applicable, follow-up with those students who have not begun college research.
- Confirm 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: September 1-5, 2014

- Create a schedule for volunteers, taking into account the availability of your volunteers, as well as breaks and lunch.

3 weeks prior to your event, Week of: September 8-12, 2014

- Remind parents of your school's Louisiana College Application Month event using the phone tree, and let them know that their students may need their help to prepare. Suggested information to share is included in this manual.
- Send a message to your volunteers to give them the details of your event, including when/where to meet.
- Follow up with seniors as needed.

2 weeks prior to your event, Week of: September 15-19, 2014

- 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: September 22-26, 2013

- 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 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 electronic version, and bring to the event.
- Gather the information needed to complete applications. Some information may need to come from parents (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 template is included in this manual.
- Send volunteers a reminder about the event a day or two prior to your event.
- Place a reminder about the event on your school's website home page.

Your College Application Day! *Enjoy your College Application 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 included in this manual.
- Students should register for their FAFSA PIN during the Louisiana College Application Month event.
- Participating students should "sign-out" of the event and provide the requested information.
- Ensure students get the Next Steps and Louisiana College Goal Sunday event (FAFSA Completion) handouts after they apply to college.
- If required by your State Coordinators, students, volunteers and/or site coordinators should complete requested surveys.

After Your Event

- Submit any requested data to your State Coordinators.
- Communicate the program's impact with the local media. A post-event press release template is included in the manual.
- Thank your volunteers. A sample thank you letter is included in the manual.
- Follow-up with school team to share your success.
- Remember to plan for your schools College Acceptance Day Event (full details of this event can be found on the college application month website).

Preparing and Implementing a College Application Event

There are a variety of activities that high school site coordinators can do prior to, during and after the school's Louisiana College Application Month event to ensure it is successful and meaningful for participating students. These activities are outlined below and samples are included in corresponding sections of this manual. Following the sample materials, there is a site coordinator checklist to assist you with tracking the implementation of each activity.

Pre-Event Activities: Creating a College-Going Culture and Getting Students Prepared

There are several activities that schools participating in the Louisiana College Application Month Campaign program can do prior to the event in order to prepare students for the event and to generate enthusiasm and support for the program, both within the high school and in the community. This section of the manual focuses on pre-event activities that high school site coordinators are encouraged to utilize as they plan for the program.

- o College Application Worksheet
- o Application Fee Waivers
- o "Ask Me!" About It Signs
- o Information Letters
- o Phone Blasts
- o Sample Press Release
- o Mayoral Proclamation
- o Other Pre-Event Activities

During your Louisiana College Application Month Program

You have completed all of the planning for your Louisiana College Application Month Campaign program and due to the pre-event activities, your students are prepared and the community is engaged in this exciting initiative. Use these activities and resources to help make your event a success!

- o Ask Me! Button, Badges, Stickers
- o Volunteer Tasks
- o Student Instructions on Day of Event
- o College Application Sign-Out Sheet
- o Reminders and Recognition
- o Next Steps Handout
- o Reminders for College Goal Sunday Event (FAFSA Completion)

After your Louisiana College Application Month Program

Congratulations! You have successfully implemented a Louisiana College Application Month Campaign program for your students and started them on the pathway to enrolling in college next fall. After the event it is important to thank the volunteers that assisted you in the process, communicate to the community and the State Coordinators about your successes, and update your school team. The following templates and suggestions are provided to assist you with those efforts.

- o Volunteer Thank You Letters
- o Post-Event Press Releases
- o Other Follow-Up

As we all know, the journey to successfully enrolling in postsecondary education does not end with the submission of a college application. There are several more steps that each participating student will need to complete over the next few months including, but not limited to, submitting college admissions test scores, submitting transcripts (current and final), submitting recommendation letters and completing and submitting a FAFSA. As such, it is important that your team implements a plan to follow-up with participating students.

Pre-Event Activities: Creating a College-Going Culture and Getting Students Prepared

Samples of the following materials are included in this manual. Common uses for each are detailed below. The materials have been updated by your Louisiana College Application Month Campaign State Coordinators to reflect your state's implementation.

Louisiana College Application Month Worksheet

This worksheet is an opportunity for students to identify some of the most common information asked on college applications prior to the event. Ensure students have this well in advance of the Louisiana College Application Month event so they can ask any questions they may have before they apply.

Application Fee Waivers

Students who are eligible for fee waivers associated with college entrance exams (SAT or ACT) are also usually eligible for college application fee waivers. It is important to begin talking with students about this payment option early in the school year. This section provides additional details on the fee waiver process and resources to learn more.

"Ask Me!" About It Signs ⁴

This is a quick and low-cost way to create awareness and excitement for your school's Louisiana College Application Month event. Send the "Ask Me!" sign to all staff members in the school – ask them to customize it to their schools and hang it on their door or on the wall outside their classroom or office.

Information Letters ^{1,4}

To assist help get the word out, sample letters are included that can be sent to parents and community partners about your school's Louisiana College Application Month event. These should be sent about two months prior to your Louisiana College Application Month event on school letterhead.

Phone Blasts

To remind parents that the Louisiana College Application Month opportunity is available to their child, a sample phone blast is included. To ensure students still have time to prepare for the event, it is recommended that this is implemented at least three weeks prior to the program.

Sample Press Release ^{1,4}

Contact your local media to inform them of your Louisiana College Application Month event. If school policy allows, invite them to be a part of your program. Media coverage will help students, families and the community recognize the importance of this program for your school and students

Mayoral Proclamation

The Louisiana College Application Month program State Coordinators are likely seeking a gubernatorial proclamation for the state's initiative. A mayoral proclamation for your school's event is a wonderful complement. If there are multiple schools in your area implementing an event, be sure to coordinate with them so the proclamation is accurate and reflects all participating schools.

STUDENT WORKSHEET

Instructions: Students, complete this Louisiana College Application Month Worksheet and bring it with you on the day of your school's Louisiana College Application Month 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 Louisiana College Application Month 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.

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:

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:

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 finalized version. You should bring a final, proofed, electronic copy of your essays.

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 ACT or SAT, 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” ACT or SAT score that is sent by College Board. Talk with your school counselor about how to do this.

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:

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:

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:

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.

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

Place of Birth

City:

State:

Country:

County of Residency:

Have you ever lived outside of Louisiana?

If yes, how many years have you lived in Louisiana?

When did you move to Louisiana? (this may be your birthdate)

Citizenship Status (circle one)

US citizen

Permanent Resident Alien

Nonresident Alien

Other

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

If Yes, in which state?

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

Yes No

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 Louisiana College Application Month 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 Louisiana College Application Month 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:

Application Fee Waivers

Who is eligible?

Typically, fee waivers are available to students for whom the college application fees would create a financial burden or hardship. Students who were eligible for fee waivers to college entrance exams, such as the SAT or ACT, are usually also eligible for college application fee waivers.

What fee waivers are available?

There are three types of fee waivers typically accepted by colleges and universities, but it is important to note that not all colleges and universities will accept fee waivers. Students or school counselors should confirm with the admissions office at specific institutions to ensure fee waivers are accepted.

ACT Fee Waiver

ACT provides a fee waiver application (link below). Students who are eligible for a fee waiver to the ACT college entrance exam are also eligible for a college application fee waiver. School counselors need only print out the number of fee waivers needed and sign-off on student eligibility. Students must also sign the form.

<http://www.act.org/aap/pdf/FeeWaiver.pdf> .

College Board Fee Waiver

The College Board states that students who have received a College Board fee waiver for the SAT or the SAT subject tests may also be eligible for up to four college application fee waivers. School counselors should receive these "Request for Waiver of College Application Fee" forms as part of the SAT Program fee-waiver materials shipped to them in the summer. The College Board indicates that these can be distributed to students as necessary. If your school needs additional forms, call the Educator Helpline at 888-SAT-HELP (728-4357).

More information on the College Board fee waiver can be found here:

<http://professionals.collegeboard.com/guidance/applications/fee-waivers>.

The College Board also provides additional information including a link to which colleges accept the College Board application fee waiver in their *Counselor's Guide to Fee Waivers for the SAT and SAT Subject Tests*, found here:

<http://sat.collegeboard.org/SAT/public/pdf/counselors-guide-to-sat-program-fee-waivers.pdf>.

National Association for College Admission Counseling (NACAC) Fee Waiver

This fee waiver can be downloaded from NACAC's website, provided below. Students must complete their portion of the fee waiver request and a school counselor or TRIO representative must verify that a student is eligible to use the form (a list of eligibility requirements are provided on the NACAC website and on the fee waiver request – students must meet only one of the requirements to be eligible). NACAC recommends that students receive no more than four fee waivers for the college application process. Additional information on the NACAC fee waiver can be found on their website here:

<http://www.nacacnet.org/studentinfo/feewaiver/Pages/default.aspx>.

LOUISIANA COLLEGE APPLICATION MONTH is OCTOBER 2014

I graduated from

(School Name).

Ask me about it!

(Staff Member's Name)

Student/Family Information Letter

(School Logo)

(School Address)

September 2014

Dear Students and Families,

During the month of October 2014, LOSFA/LA GEAR UP will be sponsoring Louisiana College Application Month. During the month of October 2014, all seniors expected to graduate in 2015 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 month 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 Louisiana College Application Month Worksheet, which we encourage students to complete prior to the event that is available on [[provide Louisiana College Application Month website or school website link here](#)]. Having this worksheet completed and available at the Louisiana College Application Month 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 Louisiana College Application Month Worksheet. Families are welcome to visit (Name of your high school) during the month of October 2014 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 Louisiana 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 month of October 2014, Louisiana GEAR UP and Lafayette GEAR UP programs will be sponsoring Louisiana College Application Month. During the month of October 2014, all seniors expected to graduate in 2015 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 month 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 Louisiana College Application Month event during the month of October 2014 to assist their students 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 Louisiana students to make college a part of their future.

Sincerely,
(Name of Site Coordinator)
(Title)

Phone Blast Message

This is a friendly reminder that (Name of High School) will be hosting a Louisiana College Application Month event during the month of October 2014 to encourage all seniors to apply to at least one college if they haven't already done so. Students should come prepared to apply by completing the Louisiana College Application Month Worksheet available [[Louisiana College Application Month website or post school website and provide link here](#)]. If you have any questions please call (NAME, TITLE), at (PHONE NUMBER). Thank you in advance for your support of this exciting initiative to encourage all (Name of High School) students to make college a part of their future.

Sample Press Release

(School Logo or Letterhead)

FOR IMMEDIATE RELEASE

Contact: (Name of site coordinator)

(School name)

(School address)

(Phone number)

(Email of contact person)

(High school website)

Louisiana College Application Month to be held during the month of October 2014 at (Name of High School)

(Name of Your High School) will participate in Louisiana College Application Month sponsored by Louisiana GEAR UP and Lafayette GEAR UP programs during the month of October 2014.

As part of Louisiana's college access initiative, (Name of Your High School) will work with its seniors during the month of October 2014 to complete and submit at least one college application.

The goal of the program is to get more students applying to Louisiana colleges early in their senior year. During this event, students may apply to any of Louisiana's 18 community colleges, 31 independent colleges and 32 public universities in which they are interested.

(Name of Site Coordinator or School Principal), Louisiana College Application Month event Site Coordinator for (Name of Your High School), expects more than (Insert Number) seniors to participate with the help of (Insert Number) volunteers from (Insert school staff, administration, college and community resources, and others who are assisting).

This initiative is part of the American College Application Campaign (ACAC), a national initiative that is an effort of the American Council on Education. In 2013 ACAC campaigns took place in 39 states and the District of Columbia. ALL 50 states and the District of Columbia will hold College Application campaign events in 2014.

For more information: (Insert website link or an email address) or

Contact: (Name of Site Coordinator)

Phone: (Site Coordinator's phone number)

#####



Sample Mayoral Proclamation

WHEREAS: According to the United States Department of Education, young adults with a postsecondary credentials degree earn more than those without a high school diploma or its equivalent; and

WHEREAS: A high school education alone is no longer sufficient and will not guarantee a student will be on the path to being gainfully employed in a career track that will provide a livable wage and sustainable quality of life; and

WHEREAS: The Louisiana Office of Student Financial Assistance (LOSFA) in collaboration with other state agencies, higher education institutions and college access programs are working together to connect learners with opportunities for greater access, persistence, and demonstrable success across the state; and

WHEREAS: All Louisiana high school seniors may participate in this initiative, thereby receiving assistance from trained school staff and volunteers in completing a college application.

NOW, THEREFORE, I, (Mayor's Name) do hereby proclaim October 2014, as "Louisiana College Application Month" in (city) and urge our students to connect with their post-secondary institution of choice and apply because applying is the first step toward earning the credential/degree that will help them succeed in today's global economy.

Other Pre-Event Activities

There are a variety of other activities your school can implement before your Louisiana College Application Month event to help enhance the college-going culture and spread the word and excitement about the upcoming event.

Incorporate College Application Activities into the Classroom

Ask English teachers if they would be willing to assign a college application essay, personal statement or a scholarship essay as homework prior to the event. Students should be able to research the prompts on the college applications or scholarship applications to which they are interested in applying.

See if Civics or Social Studies teachers will lead a college match lesson where students research and identify schools that are a good fit to their academic records and goals. Educated citizens are more likely to vote and be engaged in their communities.

Ask Math teachers if they would be willing to do a lesson on calculating financial need and repayment options. A critical component to a student being an informed consumer is having an understanding about the cost of attending college, the financial aid that is available, and what, if any, repayment students will need to do. Investigating average salaries of students who graduate with their major is an important piece of the research.

The Federal Student Aid Office at the US Department of Education has grade-level checklists and research tools to help students become academically and financially prepared for postsecondary education here. These checklists and resources can be utilized in classroom preparation activities: <http://studentaid.ed.gov/prepare-for-college/checklists>.

Marquee

Use your school's marquee to inform and remind students, families, staff and the community about your upcoming Louisiana College Application Week event. Post this information about two weeks prior to your school's event:

Louisiana College Application Month

The Class of 2015 will be applying to college during the month of October 2014!

College T-Shirt/Sweatshirt Day

An easy and fun way to generate some excitement in your school is to host college T-shirt or sweatshirt days. Get everyone involved – students, staff and administrators! Many schools will host these types of college spirit days on Fridays for a few weeks prior to the school's Louisiana College Application Month program.

Door Decorating Contest

Taking the "Ask Me!" signs one step farther, have staff and administrators participate in a door decorating contest focused on the college they graduated from or what college means to them. Students can then vote on which door wins and the winner can be announced the week prior to your Louisiana College Application Month program. See if a local store is willing to donate a gift card to the winning educator as a prize.

College Wall

Use a bulletin board in the school to celebrate the applications submitted by your seniors. Have students write their name and the names of the colleges they applied to on construction paper and post it to the college wall. Students who apply prior to your Louisiana College Application Month event can participate and get the wall started. Students who apply during your event can join the fun and add their notes after they submit their applications.

Morning Announcements

Generate excitement by highlighting different colleges and universities during morning announcements during the weeks leading up to your event. Students, staff who are alums, community alums or representatives from the colleges themselves can do the announcements. Make the announcements exciting by having speakers provide a unique fact about the school, sing the school's spirit song or other creative approaches.

Guest Speaker

Engage a local community leader or a recent graduate of your high school who is attending college to speak with your senior class about the importance of attending college and applying early. Ask the speaker to encourage your students to take advantage of the Louisiana College Application event that will be hosted at your high school.

School Website

Use your school's website to communicate the opportunity to participate in your school's Louisiana College Application Month event to students, their families and the community. In addition to adding your Louisiana College Application Month event to your school calendar, be sure to include pre-event activities as well. Use your website to post any materials that you want students and their families to have access to prior to your event.

Parent/Student Information Nights

Invite students and their families to an information night on your Louisiana College Application Month event. Provide details on why your school is hosting this event, the importance of students applying to college early in their senior year and the resources that are available for their student to plan and prepare for participation in the program. This is also a great opportunity to encourage family members to participate in your school's event.

The Federal Student Aid office at the US Department of Education has checklists for parents to use to track the steps their students need to take to prepare financially and academically for college: <http://studentaid.ed.gov/prepare-for-college/checklists>

Friday Night Lights

Have an information table set up at your high school's football games to make students and families aware of your school's upcoming event. Have an information sheet available to hand out and a sign-up sheet for any parents or community members who would like to volunteer at your program.

Engaging Underclassmen in the Program

The earlier students begin thinking about college, the better. Many schools have started engaging underclassmen in their College Application event activities to create awareness and excitement for the school's event. This is a great way to ensure students are prepared when it's their time to apply to college! Here are some information sessions and activities you can implement with your underclassmen prior to or during your Louisiana College Application Month event:

- **9th grade:** Decision making, learning styles, study habits, HS transcript and academic planning, connection between school and careers, how to qualify for a scholarship, colleges and the degrees offered and college admission criteria
- **10th grade:** Progress check, extracurricular activities, earning college credit during HS, world of work, college costs and ways to pay, college visits (online), PSAT, etc.
- **11th grade:** Money management, finding scholarships, admission process, college entrance tests, preparing to apply, writing personal statements and essays, etc.

Also, use the grade-level checklists available on the US Department of Education's Federal Student Aid Office website to ensure students understand the steps they need to take to become academically and financially prepared for college:

<http://studentaid.ed.gov/prepare-for-college/checklists>

During Your Louisiana College Application Month Program

Samples of the following materials are included in this manual. Common uses for each are detailed below. The materials have been updated by your Louisiana College Application Month State Coordinators to reflect your state's implementation.

Ask Me! Buttons, Badges, and Stickers ¹

These are an easy and low-cost way for volunteers and school staff to identify themselves as a resource to students during your Louisiana College Application Month event. If budget allows, create buttons or name tag badges that can be reused for future College Application programs. Otherwise, print these out on stickers or labels for the day of your event.

Volunteer Tasks ¹

A list of tasks typically delegated to Louisiana College Application Month event volunteers is included.

Student Instructions on Day of Event

This handout details the step-by-step process students will need to complete during the day of your event including where to login to apply to college online, how to register for a FAFSA PIN and a reminder of the handouts available after the event. A critical component to a student completing the college admissions and financial aid application processes is submitting a complete FAFSA. The first step in completing the FAFSA is registering for a personal identification number (PIN). We encourage all participating schools to make FAFSA PIN registration a part of their Louisiana College Application Month event. All students participating in your school's Louisiana College Application week event should register for their FAFSA PIN immediately following the submission of their college application(s).

College Application Sign-Out Sheet ¹

Crucial to your ability to know who participated in the program, where they applied to college and with whom you will need to follow-up after the initiative, please use a sign-out sheet to keep track of individual student's information. Assign this task to one of your volunteers!

Reminders and Recognition ^{1,4}

Reminder Cards and Stickers – Two templates of reminders (a sticker and card) are provided in this manual. Use these the week of your event to ensure students remember.

Recognition Stickers - Similar to the "I Voted!" sticker we receive on Election Day, these stickers are a cost-effective way for students to proudly display their accomplishment – they applied to college! Your state may provide these stickers or you can easily print these on copier labels and have a volunteer assist you in distributing them to students after they submit their college application.

Next Steps Handout ⁴

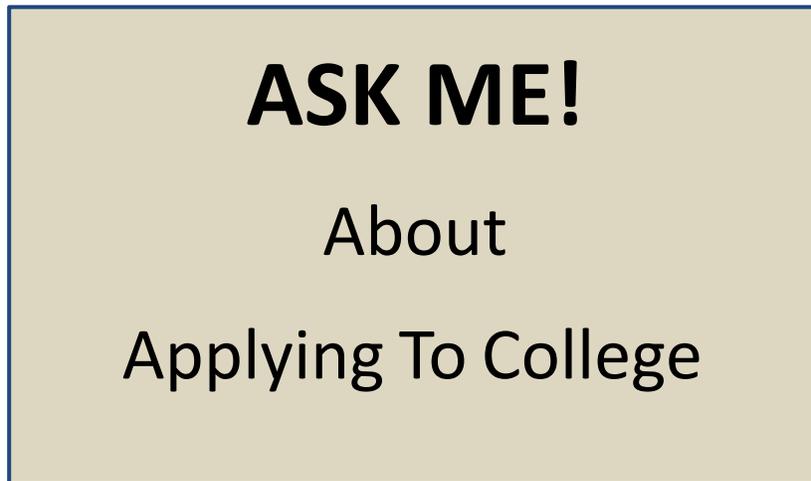
The Next Steps handout should be distributed to students after they complete their applications during your Louisiana College Application Week event. The handout includes a helpful list of reminders and next steps that students will need to do in order to complete the college application and financial application process.

Reminders for FAFSA Completion Event ²

This manual includes a reminder for your state's Louisiana College Goal Sunday event (FAFSA completion) that your students should receive after submitting their college application(s). You can assign the distribution of this reminder flier to one of your volunteers!

Ask Me! Buttons, Badges, and Stickers

Ask Me! Buttons, badges or stickers can also be worn by volunteers, teachers, administrators and the school implementation team members. If you have access to a button maker, simply use the template below. Otherwise, print Ask Me! on name badges that can be reused or on stickers for your event day. Here are some examples of how Ask Me! buttons, badges, labels or stickers can look.



Volunteer Tasks

How Volunteers can Support the Louisiana College Application Month Campaign

Although familiarity with the college application process is a plus, it is not required for someone to fulfill a useful task and have a meaningful volunteer experience at a participating campaign high school. Here are a few tasks that volunteers could contribute to the initiative at any given campaign high school:

- Post directional signs in the school for the event. Good signage is key to reminding students of the event and getting them to the right place.
- Greet students as they arrive to the computer lab.
- Help students logon to the website portal (if available) and begin an application. If the state does not have a portal or the school does not have enough computers or stable online service, the counselor office should be prepared with paper applications. Volunteers, in that case, can hand out applications.
- Guide students through the college application process and help answer any questions students may have, regardless of where the student wishes to apply.
- Monitor printers to ensure that any applications that need to be printed remain in order and replenish the paper supply as needed.
- Help ensure students register for the FAFSA PIN after they submit their college application(s).
- Share personal college experiences with students, as requested.
- Instruct each student to complete an evaluation of their College Application event experience, if applicable.
- Handout materials to students after they complete their college application(s) such as an "I Applied!" button or sticker, a "Next Steps" handout and a reminder to attend the FAFSA Completion event (College Goal Sunday).
- Congratulate each student on applying to college and encourage them to complete their admission file by sending in their high school transcript, test scores or any other documentation that the college may require.
- Encourage students to share their experience with other classmates.

Student Instructions on Day of Event

Congratulations! You are taking the first step necessary for going to college – applying! Louisiana College Application Month 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. Most importantly, as part of this event, you will have an opportunity to begin the process of submitting a Free Application for Federal Student Aid (FAFSA), which will help you determine the financial aid you are eligible to receive.

The college and financial application process in 10 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: After you submit your college application and register for your FAFSA PIN, be sure to submit the Louisiana College Application Month student survey. Your feedback is extremely important to us.

Step 8: 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 9: Be sure to get the handouts provided by your school after you sign-out!

Step 10: 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 1st!

Congratulations! You are on your way!

Recognition and Reminders

APPLY YOURSELF!



Louisiana College Application Month



I
APPLIED TO
COLLEGE!



Louisiana College Application Reminder

For: ALL SENIORS

When: During the Month of October 2014

In _____ (Location)

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

(Site Coordinator's Phone Number)



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

Congratulations! You have taken the very important first step to going 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. 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 quicker 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!

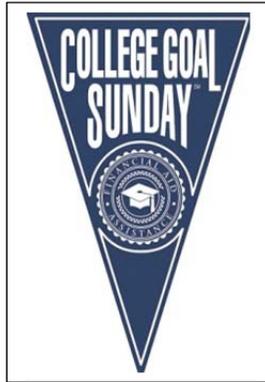
Once you have submitted your online application, campuses should be in touch with you via email or letter to inform you of the status of your application. Make sure to check your email! If you have not been contacted by the school within two weeks of your submission, get in touch with the college or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

- 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 Louisiana College Goal Sunday, March 1, 2015, 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.

Louisiana College Goal Sunday



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

Date: Sunday, March 1, 2015

Time: 2:00 p.m. - 4:00 p.m.

Location: Universities/Colleges throughout the state

Contact Info

Host: Louisiana Office of Student Financial Assistance (LOSFA)

Contact Phone Number: 225.219.1012

Contact Email: www.osfa.la.gov

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 2014 W-2 forms (if you are a dependent student). If you earned income in 2014, you should also bring your 2014 W-2 forms.
- Your 2014 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 Louisiana College Goal Sunday website here: www.osfa.la.gov.

After Your College Application Program

Samples of the following materials are included in this manual. Common uses for each are detailed below. The materials have been updated by your Louisiana College Application Month State Coordinators to reflect Louisiana's implementation.

Volunteer Thank you Letters ⁴

It is important to recognize the time, energy and effort that volunteers contributed to your school's Louisiana College Application Month event. A template thank you letter has been provided. Feel free to print this on school letterhead and mail. Or, if you would like to send by email, that is a great way to show your appreciation as well.

Post-Event Press Release ¹

You notified your community that the event was coming up – now make sure you communicate about the success of your program! Use this template to update your local media about the impact of your program.

Other Follow-Up

As noted on the timeline and checklist included in this manual, it is important that your school team meet after the Louisiana College Application Month program to discuss what worked and identify areas for improvement. This time can also be used to share the results of your program. Use the student sign-out sheet to understand the number of students who applied to college and the number of applications that were submitted. During this debrief meeting, the school team should identify a plan to follow-up with participating students to ensure they complete the application process (by submitting transcripts, test scores, etc.) and that they submit a completed FAFSA.

Volunteer Thank You Letter

(School Logo)
(School Address)
(Date)

Dear (Volunteer Name),

On behalf of (Name of Your High School) and our students, I would like to personally thank you for volunteering your time at our Louisiana College Application Month event. This event could not have been a success without your help and the help of many others who volunteered their time. [State Coordinators, include this if you plan to have a volunteer survey: To improve our future Louisiana College Application Week events and your volunteer experience, please complete this short online survey at your convenience: [\[add survey link\]](#)

During Louisiana College Application Month, (number of seniors who submitted college applications) seniors submitted (number of college applications submitted) college applications. Thanks to our seniors' hard work and the assistance of volunteers like you, they are one step closer to actualizing their dreams of attending college!

Once again, (Name of Your High School) thanks you for your efforts and contribution of time at our Louisiana College Application Month! We look forward to seeing you throughout the school year and especially at our event next year.

Thank you!

(Site Coordinator or Principal's Name)

(Site Coordinator or Principal's Title)

Post-Event Press Release

(YOUR HIGH SCHOOL NAME)'s seniors apply to college during Louisiana College Application Week program.

(Insert City, Date)—

(Insert Name of Your High School's) seniors received hands-on assistance applying to college during the school's Louisiana College Application Month event during the month of October 2014. Roughly (Insert Number of Participating Students) (Insert name of your high school) students participated in the event, held in the school's (Insert location).

(Insert other details specific to your event such as number of volunteers on hand, how students were invited to participate, and/or details on any of the pre-event activities you did).

(Insert quotes from students, parents, volunteers, site coordinator or others).

Additional information about the Louisiana College Application program can be found online at [\[Link\]](#). For more information about (Name of High School's) event, please contact (Site Coordinator's Name) at (Insert Site Coordinator's phone number) or by email at (Insert Site Coordinator's email address).

Site Coordinator Checklist

Use the checklist below to assist you as you implement a College Application event. The checklist includes the activities outlined above.

Pre-event preparation: first steps

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

Communicate opportunity to students, their families, and the local community

- By information letters
- By phone 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 and other college information guides (links available in this manual).
- Sponsor and/or support participation in college fairs or college visits.
- Distribute College Application Worksheet for students to complete before event.
- Implement college exploration and preparation assignments in classrooms.
- Identify and meet with students eligible for application fee waivers.

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 school's College Application Campaign event

Get volunteers involved to assist with the event

- Communicate with volunteers (letter and/or email)
- Assign tasks
- Ensure volunteers have "Ask Me!" stickers

HOLD COLLEGE APPLICATION EVENT!

- Ensure students receive a 10 Steps document before they begin applying
- Ensure students register for the FAFSA PIN
- Ensure students sign-out
- Ensure students receive Next Steps and FAFSA Completion fliers

Site Coordinator Checklist (cont.)

Use the checklist below to assist you as you implement a College Application event. The checklist includes the activities outlined above.

Post-event follow-up

- Write thank you letters to volunteers.
- Analyze results from student sign-out sheet, submit to state coordinator if requested.
- Host post-event debrief with school team.
- Release post-event press release.
- Follow-up with students to ensure they complete the college admissions *and* financial aid application processes.

LOUISIANA COLLEGE ACCEPTANCE DAY

The intent for Louisiana College Acceptance Day is to recognize high school seniors for their post-secondary plans and to encourage students in lower grades to begin their college planning process early. LOSFA defines college as any education after high school. Therefore, the agency supports any student who plans to pursue a certificate program, diploma program, military career, community college, four-year public/private institution or any educational training that will lead to employment after program completion. Nationally, College Decision Day is held annually around May 1st and is designed to coincide with the date that most seniors must inform a college of their plans to enroll. Louisiana's College Acceptance Day campaign will mimic this notion and serve as a follow-up to the state's College Application Month Campaign.

For years, the NCAA has recognized high school athletes through the National Signing Day where students sign letters of intent to play sports at a specific post-secondary institution. Press conferences have been traditionally used as the platform by which students announce their intentions. Louisiana's College Acceptance Day will emulate that same excitement for ALL students pursuing a post-secondary education.

Program Goals

- To Recognize **ALL** students for pursuing any of the following post-secondary endeavors
 - Certificate Program
 - Diploma Program
 - Community College
 - 4-year public or private Institution
 - Any educational training that will lead to employment after program completion
 - Military
- To reinforce the concept of best match and fit for each individual student
- To encourage students in lower grades to begin their college planning process early
- To motivate and encourage students who have not made a decision that it is time to do so
- To support a college-going culture and close out the school year with a BANG!

Participating schools will be required to recognize ALL students during their College Acceptance Day event. Such recognition must take place before the entire student body. Schools must also contact local media outlets and encourage the community to participate in the event.

References

¹ Georgia Apply to College Materials

University System of Georgia

<http://www.usg.edu/apply-to-college/>

² Go On, Idaho! Statewide FAFSA Day

<http://financialaid.boisestate.edu/timely-tips-archive/goonidahostatewidefafsaday/>

³ Kentucky College Application Week Materials

Kentucky Higher Education Assistance Authority

www.kheaa.com/website/kycaw/home

⁴ North Carolina College Application Week

College Foundation of North Carolina

www.cfnc.org/caw

⁵ West Virginia College Application and Exploration Week

College Foundation of West Virginia

www.cfwwconnect.com/caew.html

Every effort has been made to reference the original source of materials presented in this manual. If you believe there is an incorrect reference or a missing reference, please notify the American College Application Campaign team at acac@acenet.edu.

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