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2015 College Kick-off Procedures

Louisiana Office of Student Financial Assistance

The College Kick-off will serve as the platform to unveil LOSFA's year-long plan, known as the Senior Game Plan, to assist students with the step-by-step process of transitioning into postsecondary education.

2015 College Kick-off Event Procedures

General Information

FRAMEWORK: The College Kick-off will serve as the platform to unveil LOSFA's year-long plan, known as the Senior Game Plan, to assist students with the step-by-step process of transitioning into postsecondary education. Elements of the 5 Point Match will be included to get students connected to the most fitting institution. College Kick-off is a month-long event leading up to a pep-rally style event to engage students in an active learning session. This event will require one class period with students.

FACE TIME: 50 minutes

DELIVERABLES:

- Sign-in sheets; due on the 5th day of the following month
- Photos with captions of event; due on 5th day of the following month
- Pre- and post-surveys

PLANNING CONSIDERATIONS:

- Is there a school location available the date of the event with AV equipment that can accommodate a general assembly of the senior class?
- Is the school band available?
- Will Spirit Groups participate?
- Can area Trailblazer leaders host the event? What role can they play in planning the event?

Event Procedures

High School Procedures	Timeline/Deadline	Description
1. Schedule College Kick-off Date	August 28, 2015 deadline	A date is selected during a time that seniors are already in general assembly or a time that is most convenient for the school schedule.
2. Integrate area Trailblazer Leader	Throughout Programming	If applicable, the high school event coordinator should allow their area Trailblazer leader to help plan, organize, and assist with the event.
3. Allow participation of spirit groups (optional)	Participation is on Event Date; Notification to LOSFA is as soon as possible	LOSFA will provide music during the event, but spirit or club participation is encouraged. Notify the school's assigned LOSFA coordinator of spirit group participation as soon as possible.
4. Provide sign-in sheet(s) to LOSFA and other specified deliverables to LOSFA	Immediately after event up to the 5 th day of the following month	LOSFA provides the sign-in sheet, and students who will attend the event must sign the sheet. An alternative is a roster provided by the school of the students who are in attendance at the event
5. Assemble students into meeting area	On Event Date	An optimal meeting area will have an AV system and space to

		accommodate the college access game during the event.
6. Dismiss students back to class	On Event Date	Once program is complete, the high school coordinator is asked to dismiss students to their next class or the next part of their day.

LOSFA Procedures	Timeline/Deadline	Description
1. Distribute Sign-in Sheet(s)	Before Event Date	The sheets will be emailed or hand-delivered to the site coordinator.
2. Confirm College Kick-off date, location, time, and required AV equipment	After event is scheduled; August 28, 2015 deadline	The assigned LOSFA coordinator will confirm and document the event date, location, time, and required AV equipment on LOSFA central calendar.
3. Provide giveaways to students	On Day of the Event	"I'm Going to College" wristbands are given to all participating students. T-shirts are given to seniors who participate in the college access game and answer college access quiz-bowl type questions.
4. Facilitate the event	On Day of the Event	For the duration of the event, LOSFA staff will engage participating seniors in college access activities.
5. Introduce College Access Texting	On Day of the Event	LOSFA will allow students to sign up to receive text messaging about scholarships, postsecondary events and other important college access notifications. Students can opt out at any time.
6. Survey student (select locations)	On Day of the Event (In unique situations, the survey can be conducted after the event.)	To assess the effectiveness of the program, LOSFA will ask students to complete a short survey at select sites.