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College Application Day MANUAL

2018-2019

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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 ensure each participating student submits at least one admissions application.

In Indiana, College Application Day is part of the state's annual **College GO!** campaign. College Application Day is supported by an advisory council and the Indiana Commission for Higher Education. Learn More Indiana, an initiative of the Commission, facilitates the College GO! campaign and provides materials. For more information about the College GO! campaign or Learn More Indiana, please visit **LearnMoreIndiana.org**.

Indiana's 2018 College Application Day is September 28, 2018 (although schools are permitted to use an alternative date). At local College Application Day events across the state, high school seniors will complete college applications online with assistance from school staff and volunteers. In addition, to encourage students to participate, many colleges across the state waive application fees for Indiana students on College Application Day.

Responsibilities of Participating High Schools

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

- o **Sign up to be an official host site** at **https://www.surveygizmo.com/s3/4483029/2018-College-Application-Day-High-Schools**. Official sites will receive a College Application Day kit (on a first-come, first-served basis).
- o **Host 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 may otherwise not apply to college. Some schools may host more than one day, depending on the size of the senior class.
- o **Choose a contact person** to coordinate the event.
- o **Advertise** the event to students and parents.
- o **Ensure 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.). See the **College Research Worksheet** and **College Worksheet** for handouts to provide to students.
- o **Engage the local community**, students, families and others through volunteer opportunities, information letters, and advertising the program.
- o **College simple data** and report to Learn More Indiana following the event.

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Building Your School Team

A high school's team should consist of at least one school counselor, or another staff member—like an assistant principal or teacher. Ideally, teachers, counselors, other administrators and student leaders will also participate. Don't forget about your school's JAG team or CTE teachers.

The school team should plan for:
- Preparing students in class or out of class. English classes may want to focus on college essays, for example. Students should know about upcoming SAT/ ACT tests and have resources for studying
- Communicating with parents, including sending home a **College Worksheet** (available at **LearnMoreIndiana.org/classroom-materials**)
- Communicating with seniors
- Recruiting volunteers if necessary
- Logistics for the day of the event (computer space, printing handouts for students, etc.)
- Following up with students
- Reporting data to Learn More Indiana

A school should consider engaging outside stakeholders to maximize the impact of the event. Community partners can advertise the event, volunteer, provide in-kind donations, etc. Potential community partners include:
- Indiana College Success Coalition members (Visit **LearnMoreIndiana.org/coalitions** to learn more)
- 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
- Non-profit 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

While outside assistance is certainly helpful, schools are encouraged to participate no matter how small or large their event may be.

Materials & Suggested Event Procedure

Learn More Indiana and the American College Application Campaign have provided materials for schools to use during College Application Day. All materials are available on the Learn More Indiana website (**LearnMoreIndiana.org/classroom-materials**).

The materials can be used in the following way:

- o Several weeks prior to the event, send home the **Information Letter for Parents**, the **College Worksheet** and the **College Research Worksheet**. Encourage students to complete the worksheets before attending the event.
- o Before the event, encourage students to visit **LearnMoreIndiana.org/college-application-fees-and-waivers** to find out which Indiana colleges are waiving their application fees.
- o As students arrive at the event, give them the **Student Instructions** handout.
- o As students complete applications, instruct them to write down additional items they need to provide to colleges on the **Student Instructions** handout (transcript, SAT or ACT scores, etc.)
- o Before students exit, ask them to sign the **Sign-out Sheet**.
- o After the event, assign someone to collect the data from the **Sign-out Sheet** and report it to Learn More Indiana via the **Data Reporting Sheet** or **SurveyGizmo Participation Survey** (**https://www.surveygizmo.com/s3/4495047/2018-College-Application-Day-Data**).

School Team & Volunteer Tasks

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 high school. Here are a few tasks that volunteers (or school team members) could contribute to the initiative at a high school:

- o Wear college gear and encourage students that they can complete college.
- o Greet students as they arrive. Ensure that they have a completed **College Worksheet**.
- o Help students find **LearnMoreIndiana.org/indiana-college-map** and begin an application by clicking on the link in the information box to the right of the map. If 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.
- o Guide students through the college application process and help answer any questions students may have, regardless of where the student wishes to apply.
- o Monitor printers to ensure that any applications that need to be printed remain in order and replenish the paper supply as needed.
- o Hand out materials to students after they complete their college application(s).
- o Assist students in listing the items they still need to provide, such as a high school transcript, recommendation letters, SAT or ACT scores, etc.
- o Congratulate each student on applying to college!

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After the Event

After your College Application Day event has ended, be sure to follow up with students to make sure they've finalized their application (if necessary). The FAFSA opens on October 1— shortly after College Application Day—so immediately following the event is a great time to start reaching out to students about the FAFSA.

And, don't forget to submit data to Learn More Indiana. After the event, assign someone to collect the data from the **Sign-out Sheet** and report it to Learn More Indiana via the **Data Reporting Sheet** or **SurveyGizmo Participation Survey** (**https://www.surveygizmo.com/s3/4495047/2018-College-Application-Day-Data**).

Additional Support

Thank you for participating in Indiana's College Application Day. In Indiana, this initiative of the American College Application Campaign is facilitated and supported by Learn More Indiana. Additional support is available by contacting Learn More Indiana at **info@che.IN.gov**.