

# Ohio College Application Month Site Coordinator Checklist

Use the checklist below to assist you as you implement your Ohio College Application Month event.

## Pre-Event Preparation: First Steps

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

## Communicate Opportunity to Students, Families, and the Local Community

- θ Send information letters.
- θ Communicate through the school website, newsletter, marquee, and phone blasts.
- θ Send a pre-event press release.

## Prepare Students for Your College Application Month

- θ Focus on activities that encourage students to research and identify schools that are their best fit. Use College Board's Big Future and Form Your Future websites.
- θ Sponsor and/or support participation in college fairs or college visits.
- θ Distribute Student Pre-Application Data Collection Sheet for students to complete before event.
- θ Implement college exploration and preparation assignments in classrooms.
- θ Identify and meet with students eligible for application fee waivers.

### **Implement School-Wide Activities to Build Awareness and Enthusiasm**

- θ Allow College T-Shirt/Sweatshirt days.
- θ Create college bulletin boards.
- θ Hang “3 To Get Ready!!!” posters on offices and classroom doors.
- θ Run door-decorating contests.
- θ Incorporate your College Application Month in morning announcements.
- θ Invite guest speakers.
- θ Hold parent/student nights.
- θ Engage underclassmen in school’s College Application Month event.

### **Get Volunteers Involved to Assist with the Event**

- θ Communicate with volunteers about the basic logistical details of your event using the roster provided by your state partners.
- θ Assign tasks (see “Volunteer Tasks”).
- θ Encourage students to share their experience with other classmates.
- θ Ensure volunteers have nametags.

### **Hold College Application Event**

- θ Ensure students receive a “10 Steps” document before they begin applying (see “Student Instructions on Day of Event.”)
- θ Ensure students complete the online Student Survey and sign-out.
- θ Ensure students receive “What’s Next” and FAFSA Completion handouts.

### **Post-Event Follow-Up**

- θ Write thank-you letters to volunteers.
- θ Host post-event debrief with school team and complete Site Coordinator Survey.
- θ Ensure students register for the FAFSA PIN during or soon after the event.
- θ Follow-up with students to ensure they complete the college admissions and financial aid application processes. Participate in the state’s FAFSA Completion event. Help students navigate award letters.
- θ Host a College Signing Day celebration.