RECOMMENDATIONS FOR COLLEGE APP WEEK PARTICIPANTS

Identify a site coordinator. Decide who will be in charge of College App Week within your school or organization.

Build your team. Recruit counselors, teachers, co-workers and other volunteers to help plan and implement the event. Forming a team will help share the work and ensure the entire organization supports the event. Students can also be identified to volunteer to help and earn community service hours.

Encourage school- and community-wide involvement. Get the community excited about the event. Encourage students and other community members to participate in activities such as daily trivia contests, wearing college shirts, sharing college stories or identifying schools that local community leaders have attended.

Advertise. Use the following materials within your school:
- Banners
- Posters
- Stickers/Buttons that say "I applied"

Reserve your event location. Make sure it's equipped with a sufficient number of networked computers and printers well in advance of the event.
- Consider reserving the space for multiple days during the week of the event, depending on the number of participants.
- Ensure that enough computers are available to allow adequate time for each student to complete at least one application. Typically, an application takes about 45 minutes to complete.
- Work with technology support staff to ensure that firewalls or other access restrictions won't prevent students from accessing college websites on the day of the event.
- Typical locations:
  - School libraries or classrooms with computers
  - Community centers
  - Businesses
  - Vocational-technical centers
  - Public libraries

Recruit volunteers. Ask community leaders to help with the event. Here are some examples of volunteers:

- Local colleges, universities or technology centers, including representatives from admissions, financial aid and the registrar's office
- Local chambers of commerce
- Local elected officials
- Local business leaders
- Community organizations
- Extension services
- Previous graduates of area high schools who have gone to college
- Local library staff
- Parents/PTA
- Faith-based organizations
- Board of Education staff/school board members

Provide ALL seniors access to the event. Develop a schedule for your event which will provide all seniors the opportunity to participate. Requiring that seniors sign up beforehand is strongly discouraged as often those who could benefit the most from the event will not sign up.

Allow for adequate student preparation before the event. Help students make the most of their College Application Week experience. Meet with seniors early in the year to allow adequate time for students to create online accounts needed to complete appropriate college research.

Have students complete a mock college application. This will give them an idea of what the application process is like. Students can prepare personal statements ahead of time in case they are required for the application.

Help students to locate college fairs in your area. A college fair is a great opportunity for students to gather information and do some preliminary research. Regional fairs in Oklahoma are held in the months of September and October. Encourage your seniors to visit UCanGo2.org/News_Events to find a college fair near them.

Encourage your team to think of ideas for creating a contest involving all of the seniors.
This will add more fun, excitement and pride to College App Week.

- Banners
- Posters
- Stickers/buttons that say "I applied"