



American College Application Campaign
October – November 2016
Resource Guide

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Pre-Event Activities

There are a variety of activities that high school site coordinators can do prior to, during, and after the school's ACAC 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 resource guide.

Before your event, you will need to prepare students as much as possible. To ensure that you have it all covered, here is a list of helpful student reminders:

1. Direct seniors to complete the College Application Checklist, the College Counseling Resume, the Selection Criteria Chart, and the FSA ID Worksheet. Copies of these can be found in the student workbook. Juniors could also get started on these worksheets.
2. Work with your guidance office to contact students who may be eligible for a college application fee waiver. Usually those students who are eligible for fee waivers on college entrance exams are also eligible for college application fee waivers.
3. Identify students who have not yet applied to college and begin working with them to explore their options. Encourage other staff members to work with these students and be sure to foster a culture in your school that considers every student to be "college material."
4. Familiarize yourself and your volunteers with college application sections for various postsecondary institutions.
5. Remind students that information about their addresses and parents will be used to determine tuition and residency. Students should be sure to provide the accurate addresses of their parents.
6. Remind students to bring their social security number, as this is required for submitting some college applications. (You may want to have a secure list of social security numbers just in case students do not have this information.)

Additional Pre-Application Activities

"Ask Me! About It" Signs

This is a quick and low-cost way to create awareness and excitement for your school's College Application event. Ask all staff members in the school to create a sign that reads, "I graduated from _____. Ask me about it!" Ask them to customize it to their schools and hang it on their door or on the wall outside their classroom or office.

Application Fee Waivers

Use this information about application fee waivers to assist students. There are several types of fee waivers students can access.

College Application Checklist

Grades 11-12. 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 College Application event so they can ask any questions they may have before they apply. *On page 9 of the student workbook.

College Counseling Resume

Grades 10-12. Adapted from NACAC materials, this resume helps students track their high school accomplishments, examine college and career interests, and write down factors that may affect where they choose to apply. *On page 12 of the student workbook.

Information Letters

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

Mayoral Proclamation

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.

Morning Announcements

Generate excitement by highlighting different colleges and universities during morning announcements on 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, or other creative approaches.

Parent/Student Information Nights

Invite students and their families to an information night on your College Application 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>

Phone Blasts

To remind parents that the College Application 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

Contact your local media to inform them of your College Application 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.

School Website

Use your school's website to communicate the opportunity to participate in your school's College Application event to students, their families, and the community. In addition to adding your College Application 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.

Selection Criteria Chart

Grades 11-12. Adapted from NACAC materials, this chart helps students compare different colleges based on their own selection criteria. *On page 16 of the student workbook.

Application Fees

Payment Options

Paying college application fees varies from state to state and institution to institution. Private institution application fees are frequently higher than public university fees. Application fees typically range from \$25 to \$75 per college. Here are some steps you might consider:

- ✓ Before they apply, Students and parents should know the fees associated with application and be prepared to pay the fees or research fee waiver options.
- ✓ Encourage students to start an “Application Savings Account” and to put a portion of their allowance or earnings aside to defray the cost of applying later in the fall.
- ✓ Students, families, and guidance staff will benefit from a chart that lists all of the postsecondary institutions in the state with an indication of the payment options available for each institution. This chart is provided along with the coordinator toolkit and resource guide. These options should include, but are not necessarily limited to the following:

Payment by Check: Once the student has submitted their online application, they can typically send a check in the mail to that school. Be sure to remind the student to send a copy of their confirmation page with payment.

Payment by Credit Card: Some schools require that students pay online with a credit card. We encourage students who are paying online to wait to complete this step at home or with a family member or guardian, unless the family member is able to be present when the application is submitted at school.

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 four 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 in their *ACT User Handbook for Educators* publication, 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.

- ✓ 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. Students should receive their college application fee waivers at the beginning of their senior year through their SAT accounts. College Board fee waivers will no longer require school counselor approval.

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 here: www.sat.org/fee-waivers

- ✓ 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: www.nacacnet.org/studentinfo/feewaiver/Pages/default.aspx
- ✓ College or University-Specific Fee Waiver Some colleges and universities have their own fee waiver process. For example, students with a confirmed financial hardship can request a waiver of the \$60 application fee for the University of Washington. Students should check with the Office of Admissions at each university they wish to apply for more information about an in-house fee waiver.

Should none of these options work for the student with whom you are working, you may always write a personal letter on the student's behalf. The student would turn this in with a hard copy of the application. Should a student choose this option, encourage them to follow up with the Office of Admissions to check the status of the fee waiver.

Sample Information Letter

School Logo

School Address

Date

Dear Students and Families,

Washington State's American College Application Campaign initiative is taking place October-November, 2016. Throughout the two months, high schools across the state will host events to assist students with the college application process. Our school will participate in this effort with the goal of ensuring that all members of our senior class apply to at least one two-year or four-year college or university program this fall.

The goal of the American College Application Campaign is to provide an opportunity for seniors to complete and file college applications. To us, college means any education program beyond high school and includes certificate programs, two-year degree programs, and four-year degree programs. Research shows that most new jobs will require some form of education and training beyond high school. We care about your student's future, and want to be sure they are accessing the resources available to them to continue their education beyond high school.

In order to apply to college during the American College Application Campaign, students will need to complete the College Application Checklist we have attached to this letter. We are encouraging all students who have not yet applied to college to complete the College Application Checklist prior to the event as it has all the information they will need to complete an online application. We expect that students and their families will need to work together in gathering the information listed in the checklist.

Families are welcome to visit the school to assist their student during the application process. In addition, if you are interested in volunteering during the event, please let me know. Volunteers can greet and sign-in students, assist students with the completion of online college applications, or distribute information about financial aid opportunities.

If you have any questions please call **Name, Title, at (000) 000-0000**. Thank you in advance for your support of this exciting initiative to encourage Washington's students to make college a part of their future.

Sincerely,

School Counselor/Principal/Site Coordinator

Sample Mayoral Proclamation

WHEREAS the college application process may be a barrier to some high school students pursuing postsecondary education due to an absence of information or support

WHEREAS obtaining a postsecondary degree has been linked to higher income, better health, and increased community involvement

WHEREAS only 44 percent of Washington's working population, aged 25-64, has an Associate's degree or higher. ¹

WHEREAS Washington and **(participating high school(s) name)** are working to prepare students for the opportunities and challenges of the 21st century

WHEREAS **(high school(s) name)** is/are part of a statewide initiative, Washington's College Application Campaign, designed to increase the number of students who apply to and enroll in college with a particular focus on first-generation and low-income students

I, **(Mayor's Name)** do hereby declare **(Dates of School's College Application Program(s))** Washington's College Application Campaign in **(city)** and encourage all seniors to take advantage of the assistance provided through this initiative.

¹ The Lumina Foundation. (2016). *A Stronger Nation 2016: Postsecondary learning builds the talent that helps us rise*. Retrieved from https://www.luminafoundation.org/files/publications/stronger_nation/2016/A_Stronger_Nation-2016-Full.pdf

Sample Phone Blast and Text Messages

Example text reminders for students:

- Remember to bring a credit card to school during college applications events for colleges that are charging application fees! Meet with your counselor for info on fee waivers.
- College Information Night will be held [date/time/location] for students/parents/guardians who have questions about applying or need help with the College Application Checklist.
- Seniors: Have you completed your College Application Checklist? Make sure to have it completed by [date]!
- The first day of College Application Campaign [date] is College Spirit Day – remember to wear your college apparel and attend the pep rally in the afternoon!
- Seniors – where did you apply? Share your experiences on Facebook and Twitter using the hashtag #IApplied and #ImGoingToCollege.
- Now that applications are in, stay tuned for updates about College Goal Washington, where you'll get help completing the FAFSA or the WASFA.

Example text reminders for parents:

- Talk to your child about where they are planning on applying to college. Students should start thinking about college options now to prepare for college application completion in October.
- Make sure your student brings a credit card to school if they are applying to colleges that are charging application fees. Or make sure your child has completed a fee waiver form.
- College Information Night will be held [date/time/location] for students/parents/guardians who have questions about applying or need help with the College Application Checklist.

Example Phone Blast:

This is a friendly reminder that (name of high school) will be hosting a College Application event on (date(s) of event) 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 College Application Worksheet available in the workbook at readyssetgrad.org/educators/grad/college-application-campaign. 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)

(Position title and/or college access program affiliation of site coordinator)

(School name)

(School address)

(Phone number)

(Email of contact person)

(High school website)

Washington College Application Campaign to be held (Dates) at (Name of High School)

(Name of Your High School) will participate in the Washington College Application Campaign sponsored by the Washington Student Achievement Council during October – November, 2016.

As part of Washington’s college access initiative, (Name of Your High School) will work with its seniors on (Your School’s Event Dates) to complete and submit at least one college application.

The goal of the program is to get more students applying to Washington colleges early in their senior year. During this event, students may apply to any community colleges, private colleges, and public universities in which they are interested.

(Name of Site Coordinator), 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 2015, ACAC campaigns took place in all 50 states and the District of Columbia.

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

Contact: (Name of Site Coordinator)

Phone: (Site Coordinator’s phone number)

#

In-School Activity and Promotion Ideas

Conduct "Trial Runs" in Classes

Grades 11-12. Complete a sample application with students. Teachers can go over the correct grammar and language to use on a college application. Stress the importance of using appropriate e-mail addresses. If necessary, have students create an e-mail address specifically for their college communications. Coordinate writing workshops for personal statements or essays. English teachers can encourage students to work on admission or scholarship essays.

Encourage students to research a college major that they think they might be interested in pursuing. Have them identify which colleges offer the major, what type of jobs/careers are typically held by people obtaining a degree in that major, what type of courses are required to obtain a degree in that major, etc. and then have them present this information to their classmates.

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 ACAC program. See if a local store is willing to donate a gift card to the winning educator as a prize.

Dress the Part

During the ACAC, encourage teachers and staff to wear a t-shirt, sweatshirt, or hat from the college they attended, or have them bring in their college yearbook or other items with their college mascot to share with students and decorate their classrooms or work spaces.

Engaging Underclassmen in the Program

The earlier students begin thinking about college, the better. Many schools have started engaging underclassmen in their ACAC 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 ACAC 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, PLAN, 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: 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.

Friendly Competition

Grades 9-12. Sponsor a class contest between the different grades to inspire all students to take the college preparation process seriously during the College Application Campaign. Classes can compete against each other during a spirit week. Use College Knowledge Games and Activities to incorporate grade level appropriate activities for students in grades 9 - 11, as well as seniors who have already applied to college.

Get the Word Out

Grades 9-12. Use daily PA announcements to generate awareness of ACAC activities at your school. If your school has a morning news program, coordinate with the producers to feature a countdown or a fun fact each morning leading up to the event. Coordinate interviews with students who plan to attend/participate in the event. Student newspapers are also a great place to highlight the event. Encourage student writers to feature stories.

Give Away College Gear

Hold drawings or coordinate contests during the ACAC. Ask colleges and universities to donate promotional items (banners, hats, t-shirts, sweatshirts, etc.) and businesses to provide donations students can use in college (e.g. microwaves, coffee pots, twin sheet sets, gas cards) to use as giveaways during your event.

Host a College "Prep Rally"

Grades 9-12. Talk with your school administrators about holding a kick-off "prep rally" to get everyone in the college frame of mind. Ask students to wear college gear from their favorite schools. Introduce seniors who have already been accepted into a school or certificate program and have them tell the student body the one thing they are most looking forward to in college or why they selected the school or program they did. Incorporate contests and fun activities — and get your student clubs involved in building enthusiasm! In addition, you could have recent alumni who are now in college come back and talk about college life, as well as the importance of preparing for college.

Host Homeroom or Advisory Workshops

Conduct workshops during homeroom with students throughout the ACAC. Potential workshop topics include:

- ✓ Freshmen: Decision making, learning styles, study habits, high school transcript and academic planning, connection between school and careers, how to qualify for a scholarship, colleges and the degrees offered, college admission criteria, etc.
- ✓ Sophomores: Progress reports, extracurricular activities, earning college credit during high school, world of work, college costs and ways to pay, college visits, PSAT, etc.
- ✓ Juniors: Money management, finding scholarships, admission process, ACT and SAT test preparation, preparing to apply, writing personal statements and essays, etc.
- ✓ Seniors: What to expect in college, resume writing, FAFSA or WASFA, searching for scholarships, finding the right college for you, etc.

Host a Parent /Family Night

Sponsor a parent/family night and have parents, family members, and community members who have completed college participate in a panel to talk about their college choices, why they made them, and what they are currently doing. Invite parents and families to come with questions or discussion ideas.

Invite Guest Speakers

Invite admissions staff from local colleges and universities to provide general information related to their campus, including the majors offered, admission requirements, the application process, and cost of attendance.

Involve Teachers/ Staff

Grades 9-12. Ask staff to share their college experience, wear their alma mater gear and post signs on classroom doors advertising where they went to school. Promote the idea of college, not a specific school.

Marquee

Use your school's marquee to inform and remind students, families, staff, and the community about your upcoming ACAC event. Post this information about two weeks prior to your school's event: "Washington College Application Campaign Class of 2017 Applying to College on (Dates)!"

Publicize Students' College Applications

Grade 12. Interview seniors about their college plans and send the articles to local newspapers, as public service announcements on local radio, as intercom/homeroom announcements, as ads in the school newspaper; or create a special section in the school newspaper that gives the names of seniors and their prospective colleges announcing applications submitted and acceptances.

Sample College-Going Culture Activities to Hold During Event

Grade 12. Create a "College Wall." Seniors write the names of the colleges to which they have applied on banners or strips of construction paper to hang in a main hallway.

Highlight college names when acceptances are received. Utilize art teachers (if available) for additional promotional materials to create a “college-going culture” on the walls of your school. If students are comfortable, ask them to update their information on the College Wall with where they have been accepted, and where they are attending.

Grades 7-9. Have younger students research different colleges and design a college t-shirt (on a piece of paper) for that school. Display student college artwork.

Volunteer and Community Involvement Resources

As mentioned in the site coordinator toolkit, volunteer/community involvement is crucial to the success of your event. The following section includes templates and information for you to use to help recruit and thank your volunteers.

Donations

While asking local businesses for donations for your ACAC event can seem intimidating, many businesses will want to support your event. Use the sample donation and volunteer request letter to ask your community for assistance.

Volunteer Reference Guide

Complete this reference sheet template and email it to volunteers prior to their arrival at your school.

Volunteer Tasks

A list of tasks typically delegated to ACAC event volunteers is included.

Volunteer Training Agenda

Use this agenda template for a brief volunteer training before your event.

Volunteer Thank You Letters

It is important to recognize the time, energy, and effort that volunteers contributed to your school's ACAC 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.

How to Ask For Donations

Asking for donations of food and other goods for your ACAC event can seem like a daunting prospect. However, many businesses want to support school-based events. You won't get any donations for your event unless you ask. Here are some tips for asking for donations.

Getting Started

- ✓ Identify what you need. Put together a list of items and/or food you will be requesting.
- ✓ Create a letter of request. You may use the one in the Appendix of this guide and modify it to fit your needs. Be sure to include contact information. It's a good idea to tailor each letter to the specific business you're soliciting.
- ✓ Ask as early as you can.
- ✓ Remind businesses of the benefits of contributing to an ACAC event: creating a stronger community, helping support students who are applying to college, and promoting their business and products to the community.

The "Ask"

- ✓ Start with a business you think will donate. Having a list of participating businesses will make it easier to approach additional businesses because you can identify those who have already donated.
- ✓ Make your request in person. Ask for the store manager or owner. Bring a copy of your letter of request, and make sure you give it to the manager or owner in the event they need time to review it.
- ✓ Tell the person who you are, what school you are from, what the ACAC is, and how they can help.
- ✓ Offer to put a sign up at the event recognizing the business for their donation.
- ✓ Follow up if you do not hear back from them within a week.
- ✓ Be flexible. You may ask for food and end up receiving items that can make good incentives.
- ✓ Some businesses will only donate goods to 501c3 organizations. If your school is not a 501c3, check with your Parent-Teacher Organization to see if they will request the goods on your behalf. Many PTOs and PTAs are 501c3 organizations.
- ✓ Invite the business to attend the event and leave flyers with them to post.
- ✓ Make sure to thank the manager or owner for taking the time to talk with you even if they do not donate.

Follow-Up

- ✓ Post a sign listing all contributors at your ACAC event.
- ✓ Thank the business after the event. Have your students sign a thank you card that you can send.

Don't be discouraged if businesses say no. They may have specific donation policies or get many requests. Keep asking, and eventually someone will say yes!

Sample Volunteer Recruitment or Donation Request Letter

This letter should be distributed to any volunteer prospects and/or groups. Update with your school's event information and feel free to add more event details to generate interest.

School Logo and School Address

Date

Dear **Name of Organization**,

Name of Your High School is pleased to announce its participation in the statewide American College Application Campaign event. The Washington Student Achievement Council (WSAC) designates October-November, 2016 as the dates for this initiative. The goal of the American College Application Campaign is to provide an opportunity for Washington high school seniors to complete and submit college applications. While the focus is on helping all students, special attention should be given to first-generation, minority, and other students who might face barriers in applying to college.

We will be hosting college application activities on **Date(s)** and would welcome **insert request (assistance, donations, etc)**. With your help, students can connect to resources available outside of the classroom that will help them prepare for college. Our students would appreciate and benefit from your help and support as they take a big step toward going to college.

If you are able to assist us in making the American College Application Campaign a success, please contact **Name, Contact Info at Name of Your High School**.

Thank you!

Your Name Your Title

Volunteer Reference Guide

(High School Name)

Thank you for volunteering your time and enthusiasm for Washington's College Application Campaign at **(High School Name)**! On **(Date(s))**, all graduating seniors will be encouraged to apply to college, if they have not already done so. Washington's College Application Campaign is possible due to the collaborative efforts of the administration, faculty, and staff at **(High School Name)**, as well as our students, their families, and volunteers like you from across the community. We appreciate your commitment to making college a reality for our students. Please use this reference guide to familiarize yourself with the logistical information for **(High School Name)**'s College Application Campaign.

Logistical information for **(High School Name)**:
(High School Name) Site Coordinator
(Name), (Title), (Email and/or Phone Number)

Parking

(Provide information here regarding where volunteers can park (usually visitor parking) and where it is located. What should volunteers do if that parking is full?) Upon entering the school, please go to (location) to check in.

Event times/Shift times

(What time and date will the volunteer be working at your school?) Please plan to arrive 15-30 minutes prior to the start of your volunteer shift.

Assignment Location

Students will be filling out applications in the (location).

Appropriate Attire

We ask that volunteers please come dressed in (type of attire) attire.

Breaks

(If needed, when will breaks be given?)

Options for Lunch

(If hosting near lunch, what are lunch options for your volunteers?)

Contingency Plans

(What should volunteers do if school is delayed and/or cancelled?)

Location of Restrooms

(Where are the restrooms that volunteers should use on the day of the event?)

Contact information for volunteer questions on day of event

For questions on the day of event, please call (contact) at (phone number).

Directions

(Name of High School) is located at (Address).

Volunteer Tasks

How Volunteers Can Support the ACAC

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 ACAC 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 at the computer lab.
- ✓ Help students log on to the computer and begin a college application.
- ✓ Guide students through the college application process and help answer any questions students may have, regardless of where the student wishes to apply.
- ✓ If you have expertise in this area, review drafts of student personal statements and offer suggestions.
- ✓ 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 FSA ID after they submit their college application(s).
- ✓ Share personal college experiences with students, as requested.
- ✓ Instruct each student to complete an evaluation of their ACAC event experience.
- ✓ Handout materials to students after they complete their college application(s) such as a "Next Steps" handout, and a reminder to attend the College Goal Washington events held in your state.
- ✓ 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.

Volunteer Training Agenda

Training volunteers for an ACAC event is not a complex task. You want to provide volunteers with enough information to be useful to you and the students but not so much as to overwhelm them. In addition to the very real assistance they can provide to ensure that the ACAC is successful, they also are likely to become college access advocates in the community.

You may provide it as a short face-to-face gathering either a week before the event or the day of the event. If your school requires a background check for non-school personnel to work with students on your campus, then be sure to handle this requirement prior to the training.

Sample Agenda

- I. Welcome and Thank You!
 - ✓ Have all volunteers sign in and provide you with name, phone number(s), and address (you will need the address later when you send a follow-up thank you note).

- II. Purpose of the ACAC Event
 - ✓ To encourage and assist all students to apply to college, especially those who are from first generation college families, because applying to college in the fall of their senior year will increase their options as they decide what to do after high school.
 - ✓ To provide additional information to students about the college going process such as a) what to do when they hear back from an institution, and b) how to apply for financial aid.
 - ✓ To reinforce a college-going culture within the community.
 - ✓ This is not a recruitment activity for a specific college or university. If a volunteer has a strong relationship to a particular school, it is important to leave it at the door.

- III. College Application Event Logistics
 - ✓ Provide a short tour of the school highlighting where the event will be held, principal's office, facilities they may use or go into and those that they should not.
 - ✓ Dates and times the ACAC event will be held in our school.
 - ✓ Times that volunteers are expected to be available (it is strongly recommended that they are asked to arrive 15-30 minutes prior to the start of the event).
 - ✓ Assign tasks to be done by volunteers (see task list).
 - ✓ Review FAQs.

- IV. Questions?

Volunteer Thank You Letter

[School Logo]

[School Address]

[Date]

Dear [Name of Person or Organization],

[Name of Your High school] is grateful for your assistance during the American College Application Campaign. The effort to expand college access initiatives in our state is critical to supporting its economic vitality and increasing community engagement. Your involvement in this work provides our students with a model for becoming engaged citizens in the future.

We are pleased to report that **[Number]** students applied to at least one college during the event. We will continue to work with these students as they complete the college admissions process by sponsoring a financial aid application day **(Insert Date)**. Scholarship opportunities will be shared with our students as well. Our goal is for each student to enroll and complete a program of study beyond high school. Because of your support, we are on our way to meeting this goal.

Again, thank you for your assistance. We could not have done it without you and look forward to seeing you in our high school again. We hope that you will join us next year for Washington's College Application Campaign.

Sincerely,

[Your Name]

[Your Title]

During Your ACAC Program

Samples of the following materials are included in this resource guide. Common uses for each are detailed below. The materials have been updated by your ACAC State Coordinator to reflect your state's implementation.

Career Guidance Washington and NACAC Step By Step Curriculum

Use lessons from these college access curricula during your ACAC program to assist students with college exploration, preparation, and application. Suggestions to use during your program are included here.

College BINGO Game

A fun and interactive activity for all grades! Help students learn about school staff college paths.

Event Reminders

These are reminder card templates that you can print and give to students to remind them about your event.

Reminders for College Goal Washington

College Application Campaign promotional posters include a space for you to advertise your College Goal Washington or other FAFSA and WASFA completion event. You may wish to make your own flyer to hand to students at your College Application Completion events with your FAFSA/WASFA completion date and details.

What's In a Name?

This is a handout for your ACAC events. It introduces students to the different types of colleges.

Career Guidance Washington

Career Guidance Washington is a statewide career and college readiness program. You may already be using Career Guidance Washington lessons in your school. It provides a guidance curriculum and tools for middle and high school students to develop the High School & Beyond Plan. To access Career Guidance Washington, please go here: www.k12.wa.us/SecondaryEducation/CareerCollegeReadiness/.

While any Career Guidance Washington lesson is an appropriate activity for the ACAC, the following lessons tie in particularly well with the campaign's goals. Learning goals and outcomes are summarized next to each lesson description.

Sixth Grade

6-17: Reasons for College – Students will describe their goals for life after high school, will accurately list basic facts about postsecondary education, and will describe several reasons why postsecondary education is needed to achieve their goals.

Seventh Grade

7-4: Knowing Yourself: What are your strengths and interests? – Students will identify their strengths and interests, and will describe the connection between their interests and possible careers.

7-10: After-Graduation Path – Students will describe the value of work, education, recreation, leisure, and volunteer career/life activities. They will identify the five most common post-high school paths, and select the post-high school path they intend to pursue after graduating from high school.

7-12: College Bound Scholarship – Students will describe the College Bound Scholarship's purpose, and will determine whether they are eligible to apply for it. This lesson would also be appropriate for eighth graders.

7-17: Occupations Scavenger Hunt – Students will identify the educational requirements and outlook for different careers, and will also identify the connection between educational preparation and wages.

Eighth Grade

8-11: Why do I want to go to college? – This lesson introduces students to the term "first generation student." They will identify the reasons other first generation students want to go to college, and articulate some of the reasons why they want to go to college themselves.

8-13: Cost of College – Students will understand the difference between direct and indirect costs of college, will develop a budget for the first year in college and will explain why a college budget is important.

8-14: Postsecondary Admissions – Students will describe the College Admission

Distribution Requirements for admission to a Washington State four-year college or university, and will research a college.

Ninth Grade

9-3: Options with Common Core: Becoming Work Ready – Students will learn the definition of “work ready,” will have a basic understanding of Common Core Standards, and will understand the connection between the Common Core Standards, becoming work ready, apprenticeships, internships, certification programs, military programs, and college admittance programs.

9-5: Developing a Growth Mindset – Students will learn and understand the characteristics of a “growth mindset,” and will recognize how to develop and nurture their own “growth mindset.”

9-16: Career Focus – Students will complete the career interest inventory, and relate it to career and technical pathways. It also introduces students to multiple online career exploration tools.

Tenth Grade

10-3: After-Graduation Planning – Students will describe their desired life 20 years into the future. They will associate personal values with different careers, will rank careers according to alignment with personal values, and relate the five paths to career options.

10-7: Introduction to Program of Study – Students will describe possible careers within a career cluster of interest, and will create a draft program of study.

10-15: Defining Credentials – Students will identify the types of credentials associated with the different post-secondary paths, will identify occupations associated with different post-secondary credentials, and will select one career possibility and identify the needed post-secondary path and credentials.

10-16: Why Go to College? – Students will list reasons a postsecondary education would benefit them, and will identify a potential college major to prepare for a career of interest.

10-18: Paying for College: TheWashBoard.org – Students will describe the purpose of TheWashBoard.org, and will use it to identify at least one potential scholarship match.

Eleventh Grade

11-3: Junior-Senior Calendar – Students will identify the time-sensitive tasks they must complete for college applications, and will describe their progress toward graduation and postsecondary education.

11-6: College Searches – Students will learn how to organize an online search for college information and will identify information for a college they are interested in attending.

11-7: SAT and ACT Strategies – Students will outline effective methods for SAT and ACT test-taking, will access practice questions for each section of the SAT and ACT tests, and will work with other students to practice SAT or ACT test taking skills.

11-8: Post-Secondary Admissions Requirements – Students will describe the admission requirements to a Washington State public or other four-year college or university. They will summarize their progress toward meeting post-secondary admission requirements. They will also complete a high school graduation requirements credit check.

11-13: College Inquiries – Students will identify at least two colleges that interest them, and will request information from these colleges.

11-15: Post-Secondary Application – Students will locate the application form for a postsecondary program of choice, and will log on and begin work on an application.

11-16: Preparing for the College Application Essay – Students will list the attributes of an effective college application essay, will evaluate college application essay examples for strengths and weaknesses, and will create an outline for their college application essay.

11-17: Financial Aid Fundamentals – Students will define and describe financial aid terms and procedures, and will identify resources to secure scholarships.

11-18: An Investment in the Future – Students will describe the benefits of a postsecondary education for their career goals, and will define key college admissions terms.

Twelfth Grade

12-2: What Does it Take? – Students will identify key strategies that they need to have in order to make it to college. They will self-assess strategies they are already using to get them to college, and will self-assess strategies they will add.

12-4: FAFSA Process – It’s Not Just the Application – Students will learn about what the FAFSA is, describe its importance to financial aid options, and will learn the steps to completing the FAFSA and the financial aid process.

12-10: Admissions Essay – Students will describe the key components of a successful admissions essay and will write a sample admissions essay for a college of their choice.

12-16: Career Bridge – Students will identify a potential career of interest, and will identify and research at least one postsecondary program that could prepare them for a career of interest.

12-17: Accepting a Financial Aid Package – Students will describe the components of a financial aid package, will learn about their choices and responsibilities with a financial aid package, and apply it to their own college situation.

NACAC Step by Step Curriculum

The National Association of College Admission Counseling has created a free college awareness and planning curriculum. Interested counselors and teachers may download it

here: www.nacacnet.org/research/PublicationsResources/Marketplace/student/Pages/GuidingEducation.aspx. There are three sections to this curricula – one for middle school students, one for early high school students (9-first semester 11), and one for late high school students (11-12). Some of the NACAC materials have been adapted for our ACAC student workbook. Many of the NACAC activities would be appropriate for the ACAC. Some suggestions are below.

Middle School

Session II, Activity #2: College Knowledge – Students will complete a college knowledge survey and will learn about the earning power of a college degree.

Session II, Activity #3: Know, Want, Learn – Students will explore how to research colleges, and will fill in a know-want-learn chart.

Session 4, Activity #3: Getting Involved – Students will explore how involvement in extracurricular activities can help them in the college application process.

Early High School

Session I, Activity #2: What's Your Dream? – Students will focus on their long term dreams and goals.

Session I, Activity #3: Why College? – Students will complete a personal college counseling questionnaire. This complements the college counseling questionnaire in the student activities guide.

Session 2, Activity #3: Everything You Ever Wanted to Know About College but Were Afraid to Ask – Students will brainstorm and research what they want to know about college.

Session 4, Activity #1: Translating Interests Into Activities – Students will begin their resume of activities they are currently involved in, and will help students brainstorm clubs, organizations, and teams they may want to be involved in.

Session 4, Activity #2: Building Your Resume and Getting Involved – Students will fill out an activities resume.

Session 5, Activity #1: Beginning the Search – Students will complete a college counseling questionnaire, and will highlight the factors that are most important for them as they look for a “match” college.

Session 5, Activity #2: Using College Viewbooks to Track Your Interest – Students will

complete a college match tracking chart, using college viewbooks and websites to explore different college options.

Session 5, Activity #3: Learning Through Campus Visits and College Fairs – Students will learn how to prepare for campus visits.

Session 5, Activity #4: Filling Out an Application – Students will practice filling out a college application.

Session 6, Activity #1: Finding Friends and Mentors on the Path to College – Students will learn about how mentors can help them on their path to college.

Late High School

Session 1, Activity #1: Where Are You? – Students will assess where they are in the college search and application process.

Session 3, Activity #3: The Ultimate Test Drive – Making the Most of the Campus Visit – Students will learn how to prepare for campus visits, and will be introduced to a college comparison worksheet tool.

Session 4, Activity #2: The Application – Students practice filling out a college application.

Session 4, Activity #3: Teacher Recommendations – Students look at a teacher recommendation form, and determine who to ask for their recommendation letters.

Session 5, Activity #1: Managing Expectations – Students learn about different types of college admission, and use a college application tracking chart to help track their applications.

Session 5, Activity#2: The College Essay – Students read sample admissions essays and begin brainstorming their own.

College BINGO Activity

Complete your BINGO card by locating teachers or other school staff members that experienced the following college scenarios or can answer "yes" to the following situations. Be sure to get the individual to sign in the space, and you can only use each person for one space!

B	I	N	G	O
Attended a 4-Year College	Lived at Home While Attending College	Worked Full-Time While Attending College	Is Still Close Friends with their College Roommate	Studied Abroad While in College
Attended a College in Washington	Went to College on a Scholarship	Changed Majors 2 or More Times	Attended a 2-Year College	Majored in Math
Majored in Science	Attended an Out-of-State College	FREE SPACE	Worked for the School Newspaper, TV Station, or Radio Station in College	Met their Significant Other in College
Lived on Campus	Is Currently Enrolled in a College Program or Course	Had a Mentor or Other Close Advisor in College	Was President or Leader of a College Club	Completed Graduate School
Attended 2 or More Colleges	Took a Philosophy Class	Ate Ramen Noodles Several Times a Week While in College	Played Sports in College	Took Out Student Loans to Pay for College

Event Reminders for Students

You may wish to create appointment cards that students can pick up from the Guidance Office with the times and dates of the ACAC event. Below are samples that *should be modified* to fit your needs.

Sample Appointment Cards:

<p style="text-align: center;">APPLY YOURSELF!</p> <p style="text-align: center;"> </p> <p style="text-align: center;">College Application Campaign October-November 2016</p>
<p style="text-align: center;">College Application Campaign Reminder</p> <p>WHO: _____ ALL SENIORS _____</p> <p>WHEN: <u>October</u> at <u>(enter time)</u></p> <p>WHERE: _____ <u>(enter location)</u> _____</p> <p style="text-align: center;">(Enter Site Coordinator's Name and Contact Info)</p>

What's in a Name? Understanding the Word "College"

College is important — there's no doubt about it. By 2018, 67 percent of all new jobs will require a college education.¹ Washington needs tens of thousands more college graduates to build our economy.² What does that mean for our students?

Most workforce developers and education leaders use the word "college" to include any type of postsecondary education or education and training beyond high school. That means students have many options when it comes to attending college. But it also means a high school diploma is no longer enough.

On average, four-year college graduates earn more than double the salary of individuals who stopped their education after high school. And students who complete some form of postsecondary education are far less likely to be unemployed than those with just a high school diploma.³

Every Washington student should plan to complete some type of education beyond high school. The good news is Washington's colleges and universities offer a wide variety of education options to fit the unique needs of all of our state's students. Options include:

- ✓ Certificate or Licensing Programs: Certificate and licensing programs are specialized plans of study that are usually intended for students planning to pursue a trade. Most of these programs can be completed in a matter of months, and Washington's public community and technical colleges offer several certificate and licensing programs throughout the year. Additionally, some employers and/or trade groups offer such programs.
- ✓ Associate's Degrees: Associate's degrees are typically awarded to students who complete a two-year period of study at a community or technical college. These degrees are often required for technical fields, but students can also pursue two-year degrees in business or other professional careers. Students can earn an associate's degree at any of Washington's public community and technical colleges — and associate's degree students are often eligible for many financial aid programs.
- ✓ Bachelor's Degrees: Bachelor's degrees (or baccalaureate degrees) are typically awarded to students who complete a four-year period of study at a college or university. Students pursuing a bachelor's degree take classes in their career field and in general education subject areas. Bachelor's degree students also often qualify for state and federal financial aid programs.

1 According to data from the National Organization of State Higher Education Executive Officers.

2 According to data from Georgetown University's Center on Education and the Workforce.

3 According to data from the College Board's 2010 "Education Pays" report.

Post-Event Activities

College Signing Day

U.S. Secretary of Education, Arne Duncan, encourages all high schools to host a College Signing Day. Intended to recognize the important academic achievements of students and their decision regarding where they will enroll in college, College Signing Days celebrate this important milestone. Use these suggestions and watch a video of one high school's approach to help plan and host your own College Signing Day!

Understanding Financial Aid Award Letters

Provide this handout to students and/or host information sessions as financial aid award letters begin to arrive. These guidelines to understanding financial aid award letters are pulled directly from the Federal Student Aid office at the U.S. Department of Education (<http://studentaid.ed.gov/>).

Post-Event Press Release

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.

College Signing Day

U.S. Secretary of Education, Arne Duncan is encouraging all high schools to host College Signing Days, “a simple and inexpensive way to celebrate our students, their accomplishments, and their futures.” Similar to athletic signing days, during which high school seniors sign a letter-of-intent regarding the college they plan to attend, College Signing Days are an opportunity to recognize the important academic accomplishments of your graduating senior class.

Here are some suggestions for hosting your own College Signing Day to celebrate the important milestone of your students deciding where they will attend college in the fall.

Host a College Signing Day pep rally or student assembly. Have each senior come to the microphone and announce the college they plan to attend. Invite parents/guardians and high school underclassmen to attend the event to cheer each student’s decision. Invite a speaker such as a college admissions representative, community member, high school principal, or district superintendent to open the event.

Create a College Signing Day bulletin board. Have students write their name and the college they are going to attend and post it on a bulletin board. Let your creativity flow in how the information is presented! Some ideas include: create a tree with branches and have student announcements on leaves; put a map of your state on the bulletin board and student announcements in the city/town they are attending college (have space for out-of-state students too!); have announcements written on graduation cap cut-outs.

Selfies from the future. Ask colleges if you can borrow a graduation attire for your College Signing Day event. Have students complete the following statement. In ____ I will graduate from ____! On a piece of paper. Have your students dress up in the caps and gowns and take a selfie from the future.

Print it in the school and/or local newspaper. Print college enrollment plans in your school newspaper, school newsletter, and/or the local newspaper. Some local newspapers may be willing to “donate” the page – so be sure to ask!

Have a College t-shirt Signing Day. On your College Signing Day event, ask students to wear a t-shirt of the school they will attend. Or, they can dress up in their school’s colors. Encourage school staff to wear the t-shirts or colors of their alma mater too!

Hand out nails with ribbons. Encourage students and parents to hang a nail on the wall where the college diploma will eventually be displayed.

Most colleges require that students sign enrollment commitment letters by May 1st. So, hosting your College Signing Day in May would be ideal. For more information on Secretary Duncan’s call to host College Signing Days, please visit the U.S. Department of Education’s blog entry regarding these events:

www.ed.gov/blog/2014/02/the-case-for-college-signing-days/

Understanding Financial Aid Award Letters

The Financial Aid Office at a college or university is responsible for sending information letters regarding financial aid. It is important that you read your award letters carefully to understand the type of aid being offered and how you indicate the aid you would like to accept. The information below is provided by the Financial Student Aid office of the U.S. Department of Education. For additional information on the various types of aid, definitions of common language found in financial aid award letters, a budget calculator to help you estimate the amount of aid you need, and other helpful information regarding paying for college, please visit their website at: <http://studentaid.ed.gov/>

When you receive a reward letter, there may be a variety of aid options available. Be sure to read your letter **carefully** in order to make an informed decision about what aid you will accept. The general rule is: accept free money first (scholarships and grants), then earned money (work-study), and then borrowed money (federal student loans). The following outlines the order in which to accept specific types of aid and some important points to keep in mind.

1. The first type of aid to accept is: **Scholarships and Grants**. Grants do not have to be repaid if you successfully complete the courses in which you were enrolled. They are given to the students who have the highest financial need. Most grants come from the federal and state government. Make sure you understand the conditions you must meet, for instance, you might have to maintain a certain grade-point average in order to continue receiving a scholarship, or a grant may turn into a loan if you don't follow specific requirements.
2. The second type of aid to accept is aid that you earn: through **work-study**. Keep in mind, you don't have to pay the money back, but you do have to work for it, so take into account that that'll mean less time for studying. However, research has shown that students who work part-time jobs manage their time better than those who don't!
3. The third type of aid to accept is **federal student loans**: You'll have to repay the money with interest. Subsidized loans don't start accruing (accumulating) interest until you leave school, so accept a subsidized loan before an unsubsidized loan.
4. The next type of aid to accept is **loans from your state government or your college**: You'll have to repay the money with interest, and the terms of the loan might not be as good as those of a federal student loan. Be sure to read all the fine print before you borrow.
5. The final type of aid to accept is **private loans**: You'll have to repay the money with interest, and the terms and conditions of the loan almost certainly will not be as good as those of a federal student loan.

<http://studentaid.ed.gov/fafsa/next-steps#how-do-i-decide-what-aid-to-accept>

If accepting a loan, always accept the loan with the most favorable terms and conditions. If you have any questions or don't understand what types of loans are in your award letter, contact the Financial Aid Office at the college. Always ask questions and be an informed borrower. Make sure you understand what you're receiving and the repayment terms.

When it comes to loans, you should only borrow what you need. If your living expenses are not going to be as high as the amount estimated in the award letter, you can turn down the loan or to request a lower loan amount. In the award letter, the college will tell you how to do this. Use the budget calculator available on FSA's website to get an idea of your college expenses.

To tell the college what aid you are accepting, read and follow the directions on your award letter. Pay close attention to deadlines!

If you have questions about your award letters, talk with your school counselor, call the Financial Aid Office at your college, and/or visit the FSA website (<http://studentaid.ed.gov/>).

Post-Event Press Release

FOR IMMEDIATE RELEASE **Month, ##, 2016**

For more information, please contact:

Name, Title

School

Phone

E-mail Address

SCHOOL NAME PARTICIPATES IN STATEWIDE COLLEGE APPLICATION CAMPAIGN

CITY, WA - To assist students in preparing for and applying to college, **(Name of School)** participated in Washington's statewide College Application Campaign held between October - November, 2016. The goal was to help all seniors apply to a postsecondary program, including certificate programs, two-year degree programs, and four-year degree programs. Roughly **(Insert Number of Participating Students)** **(Insert name of your high school)** students participated in the event.

(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 Washington's College Application Campaign can be found online at <http://www.readysetgrad.org/educators/grad/college-application-campaign>. 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)**.

The ACAC is coordinated by the Washington Student Achievement Council (WSAC) as part of the 12th Year Campaign.

Online Resources

There are many online resources out there that can help you and your students during the ACAC. Here are a few for you and your students to explore.

College Access Information

ACT Profile	www.act.org/profile
Big Future	www.bigfuture.collegeboard.org/
Center for Student Opportunity I'm First	www.lmfirst.org
The College Board	www.collegeboard.org
Colleges That Change Lives	www.ctcl.org
The Common Application	www.commonapp.org
Get Schooled	www.getschooled.com
Getting It Right: Reference Guides for Registering Students with Non-English Names	http://ies.ed.gov/ncee/edlabs/regions/northwest/pdf/REL_2016158.pdf
KnowHow2Go	www.knowhow2go.org
NACAC Undocumented Student Information	www.nacacnet.org/issues-action/legislativenews/pages/undocumented.aspx
Ready, Set, Grad	www.readysetgrad.org
Supporting Transgender Students: College Admissions & Financial Aid. A Resource Guide for College Access Professionals	http://www.gearup.wa.gov/sites/default/files/resources/supporting_transgender_students_0.pdf

Financial Aid and Scholarship Information

College Bound Scholarship	www.readysetgrad.org/college/college-bound-scholarship-program
CSS/Profile	https://student.collegeboard.org/css-financial-aid-profile
Federal Student Aid	www.studentaid.ed.gov
Free Application for Federal Student Aid (FAFSA)	www.fafsa.gov
FAFSA4Caster	www.studentaid.ed.gov/sa/fafsa/estimate
The WashBoard	www.thewashboard.org
Washington Application for State Financial Aid (WASFA)	www.readysetgrad.org/wasfa
Washington State Need Grant	www.readysetgrad.org/college/state-need-grant
Zombie Apocalypse! A Scholarship Activity	www.gearup.wa.gov/sites/default/files/resources/zombie_apocalypse_a_scholarship_activity.pdf

Online Mentoring

College Point	www.collegepoint.info
Strive For College	www.striveforcollege.org

Testing

ACT	www.act.org
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ACT Fee Waiver Instructions	www.actstudent.org/faq/feewaiver.html
Khan Academy	www.khanacademy.org
PSAT	www.collegereadiness.collegeboard.org/psat-nmsqt-psat-10
SAT	www.sat.collegeboard.org
SAT Fee Waiver Instructions	www.sat.collegeboard.org/register/sat-fee-waivers

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Many of these activities in this manual and in the Resource Guide have been adapted from the national American College Application Campaign, and also from materials from other participating states. Materials for this manual were drawn from the following sources.

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College Goal Washington is part of the 12th Year Campaign, an initiative administered by the Washington Student Achievement Council (WSAC) with support from the Washington State GEAR UP and College Bound programs, and from the Washington State Employees Credit Union. For more information and resources to help with your college preparation, visit www.readysetgrad.org.

The contents of this guide were developed under a grant from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.