



Site Coordinator Checklist

Use this checklist to assist in planning your College Application event.

Pre-Event Preparation First

Steps

- Review New York's College Application Week Site Coordinator Manual
- Identify and reserve site with computers for College Application Event
- Add College Application Event to school calendar
- Identify a School Team to build support and assist with tasks; use the **Site Coordinator Worksheet**
 - Reserve computer labs and/or secure electronic platforms for use during CAW events
 - Work with art teachers to create classroom challenge for CAW poster/social media design
 - Ask 12th grade English teachers to include college essay writing assignments for completion prior to CAW events
 - Reach out to PTA for volunteers
- Host a School Team meeting to discuss implementation of program at your school
- Solicit volunteers from your School Team
- Ensure you have adequate counts of ACT, SAT, and/or NACAC fee waivers available for your students' use

Communicate College Application Event throughout School Community

- Distribute email/ phone blasts to students and parents
- Post information on school website and school marquee
- Include an announcement in the school newsletter and school newspaper
- Issue a pre-event news release

Prepare Students for the Event

- Promote activities that encourage students to research and identify schools that are the best fit for them
 - Find resources at hesc.ny.gov/plan

- Sponsor and/or support participation in virtual college fairs or visits
- Distribute **College Application Worksheet** for students to complete before event
- Implement college exploration and preparation assignments in classrooms
- Identify and meet with students eligible for application fee waivers

Build Awareness and Enthusiasm

- Encourage teachers to promote college discussion by wearing college swag, decorating their classrooms/backgrounds with their college logos, and invitations to “Ask me about my college”
- Sponsor a “College Door” decorating contest
- Include College Application Event information in the morning announcements
- Host guest speakers to talk about their college experiences
- Conduct a parent/student College Application Event information meeting
- Engage underclassmen in school’s College Application Campaign event

Organize Event Volunteers

- Communicate event specifics
- Assign tasks and provide training, if necessary
- Ask volunteers to wear college logo clothing during event

Check Last-minute Details

- Communicate event specifics to volunteers
- Remind seniors to complete their “College Application Worksheet”
- Arrange student-counselor meetings to finalize application fee waivers
- Confirm technology needs with school/district technology team

Hold College Application Event!

- Distribute **Today I Will Apply** sheets to students at sign-in
- Ensure students register for the FAFSA PIN
- Ensure students sign-out
- Ensure students receive **I Applied, Now What? / Complete Your FAFSA** flyer

Post-Event Follow-Up

- Write thank you letters to volunteers
- Analyze results from student sign-out sheet, submit to state coordinator if requested
- Host post-event debrief with school team
- Release post-event news release
- Follow-up with students to ensure they complete the college admissions *and* financial aid application processes