

# SITE COORDINATOR CHECKLIST

Adjust this timeline if your event is outside the official Apply Kansas: College Application Month dates

## AUGUST

- Reserve the computer lab - or a room to set up a computer lab.
- Recruit a planning team and discuss event implementation and pre-event activities.
- Recruit volunteers to help seniors complete applications (school staff, college admissions representatives, retired school counselors, or teachers, business leaders, etc)

## SEPTEMBER

- Ask seniors to research colleges and select 2-3 they want to apply to. Encourage them to:
  - ➔ attend a College Fair or Educational Planning Program
  - ➔ schedule campus visits
  - ➔ talk to college reps who visit your school
  - ➔ use free college and career planning resources at [www.act.org/profile](http://www.act.org/profile)
- Review college admission guidelines to learn admission criteria at Kansas colleges.
- Meet with students eligible for application fee waivers to discuss the process.



## TWO WEEKS BEFORE EVENT

- Confirm event location and access to computers.
- Provide volunteers with final details (date, time, assignments, parking).
- Decorate school to build excitement about going to college.
- Invite local media to cover your event.
- Remind students that the event is coming up, and that they will need to:
  - ➔ know which college(s) they want to apply to
  - ➔ be prepared for application fees unless they qualify for a fee waiver
  - ➔ know personal information, including social security number
  - ➔ have access to a personal email address

## DURING EVENT

- Check in students and explain the college application process to them.
- Have transcripts readily available for students to self-report coursework and grades.
- Ensure students sign out report the number of applications they submitted and to which colleges.
- Engage in state's social media #ApplyKS

## AFTER EVENT

- Send student transcripts and fee waivers to colleges as needed.
- Submit program information to Apply Kansas and complete the post-event survey.
- Remind students to complete the FAFSA.