

- Arizona**
- College**
- Application**
- Campaign**

SITE COORDINATOR MANUAL

2016 EDITION

**ARIZONA COMMISSION FOR
POSTSECONDARY EDUCATION**

*...expanding access and increasing success
in postsecondary education for Arizonans*

Dear Site Coordinator,

Congratulations on your choice to become a College Goal Arizona school by participating in the Arizona College Application Campaign (AzCAC). AzCAC is part of a national initiative, the American College Application Campaign by the American Council on Education to increase the number of first-generation and low-income students who pursue a postsecondary education. The purpose of this initiative is to help high school seniors navigate the college admissions process and ensure each participating student submits a viable postsecondary application during the school day with support from counselors, teachers, access groups, college or university representatives, and other volunteers. Additional activities and programming surrounding College Goal FAF\$A, FAFSA completion, and other forms of financial aid are encouraged to support students as they transition from high school seniors to experiences and opportunities in postsecondary education.

In the following pages you will find some helpful documents, best practices, and other examples that you may use to plan and execute your event. Each high school is unique, and as such each AzCAC event will also be unique, but we hope you glean some good ideas from successful programs throughout the state and the country and find a combination that will work the best for your school, your students, and your efforts to create a college going culture within your student body.

Thank you for your willingness to volunteer. We wish you a very successful Arizona College Application Campaign event!

Warmest Regards,

The Arizona Commission for Postsecondary Education

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AzCAC Site Coordinator Manual

The purpose of this manual is to act as a guide for you to plan and implement your Arizona College Application Campaign (AzCAC) programming and events. We have included some best practices learned through AzCAC events over the last few years, as well as examples of documents, letters, calendars, and other programming ideas. An editable Microsoft Word document Appendix will have many of these documents so you can easily update them for your individual school.

Arizona College Application Campaign Site Coordinators can find an electronic version of this manual the Appendix, and many other valuable resources, trainings, and AzCAC materials at <https://collegegoal.az.gov/coordinator-resources>.

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SECTION 1: INTRODUCTION

Welcome to Arizona College Application Campaign!

Background: The American College Application Campaign (ACAC), is a national initiative of the American Council on Education (ACE) to increase the number of first-generation and low-income students who pursue a postsecondary education. The purpose of this initiative is to help high school seniors navigate the college admissions process and ensure each participating student submits at least one college admissions application during the school day during the designated week. The ACAC initiative began in 2005, in a single GEAR UP North Carolina high school in Chatham County. By 2014 the American College Application Campaign had participation in all 50 states; in 2015 over 500,000 college applications were submitted by seniors participating in their state's college application campaign.

Arizona College Application Campaign: In 2013 the public universities in Arizona asked our organization, the Arizona Commission of Postsecondary Education (ACPE), to take on this program for the state. ACPE ran a pilot the next year with eight Title I high schools with high demonstrated need for college readiness planning. We have continued to grow and in 2015 had 14,333 student participants at 46 high schools around the state, 83% of which were Title I schools. AzCAC is now a thriving part of the College and Career Goal Arizona program (C²GA), which includes programmatic pieces to support students while they fill out and submit a FAFSA and provides student-level FAFSA completion data to high schools via FAFSA Finish Line. There is no participation fee or cost to join AzCAC although success is heavily reliant on school buy-in and the ability for the site coordinator to absorb the hours required for planning and implementation.

College and Career Goal Arizona

www.collegegoal.az.gov

www.facebook.com/collegegoalaz • www.twitter.com/collegegoalaz

American College Application Campaign

www.acenet.edu/acac

www.facebook.com/american_cac • www.twitter.com/american_cac

SECTION 2: SITE COORDINATOR PLANNING

Joining Arizona College Application Campaign

In 2016 we have a robust, state-wide program with partnerships in districts from Tucson to Page, and Kingman to Winslow. Participating schools are encouraged to hold their Application Campaign in November; however some have found success hosting their event slightly earlier in the fall. Nationwide, many schools have found success with one week for awareness followed by several days of applications, but we encourage all site coordinators to implement AzCAC in a way that will work with their individual school demographics, geography, and resources. Part of the success of AzCAC is coordinators having the flexibility to tailor the program to best serve your school schedule, school culture, and student population.

Responsibilities of Participating High Schools /Districts

Site Coordinator Role and Responsibility

Each high school will identify a site coordinator, typically a high school counselor or assistant principal, who will be responsible for implementing the program at their school. ACPE will provide tools and resources that participating high schools can customize for their programming. Volunteers are a critical component of any school's College Application Campaign event. ACPE provides training templates for volunteers that site coordinators may use, and also encourage access and higher education professionals from around the state to volunteer at AzCAC schools during application events. A good pool of volunteers for your event are: school teachers or staff, parents/PTA, alumni students, community groups, or local businesses.

School Buy-In

Based on feedback from previous AzCAC campaigns, **the schools with the most success during Arizona College Application Campaign had strong support and buy-in from the administration** and support from the school district. Engaging teachers and other staff to help with awareness activities and application events also created a more successful event. Using student government representatives or other peer-to-peer mentors throughout the process was reported as very positive from several school sites.

High schools implementing a successful College Application Campaign event at their school will include the following as part of their initiative:

- **Identify and convene a school team** comprised of counselors, staff and community members with support from the school administration and district.
- **Conduct a program during the school day** for all seniors to complete and submit one viable application for a postsecondary experience, schools should focus on engaging first-generation students, low-income students, and students who may otherwise not consider applying. Computer rooms or labs must be used for this program.
- Leverage support of the school team to ensure that students are prepared by encouraging them to complete a Pre-Application Worksheet (available on our website under "Site Coordinator Resources") to help them collect required information for submitting an application.

- Engage local community, families, and others through volunteer opportunities, information letters, and advertising campaigns and marketing efforts.
- **Ensure ACPE has accurate Campaign dates for your school;** we maintain an online calendar used by colleges and universities to schedule personnel. If there are date changes, please update the Commission.
- Execute an energy-filled Campaign where students bring their Pre-Application Worksheet, apply for at least once college or postsecondary experience, complete the online student report, and then submit an entry for a prize drawing.
- Encourage students to submit the student exit report after they complete their applications; this short questionnaire is used to generate a school summary and will be available to you a few days after the school completes their campaign.
- Follow-up with students after the event to ensure submitted applications are complete: transcripts, college entrance exam scores, application fees, etc.
- Encourage students to submit a FAFSA, either through College Goal FAFSA programs at your high school or nearby sites.
- Continue to create a college-going culture within the school through a variety of approaches – some suggestions and best practices are included in this guide.

Implementing Arizona College Application Campaign

State Coordinator

The state coordinator for Arizona College Application Week is Heidi Doxey at the Arizona Commission of Postsecondary Education, hdoxey@azhighered.gov, 602-258-2435.

Technical Assistance & Training

Webinars to provide technical assistance and provide information on best practices will be held throughout the fall. Our website, www.collegegoal.az.gov, will be regularly updated with additional information.

Branding

Arizona College Application Campaign is not a school-specific program, although implementation is done at a school level. This is a state-wide program working under a national umbrella. ACPE will provide each participating site with AzCAC-branded banners, wristbands, and stickers. As schools plan and execute their own advertising, marketing, and communication we encourage you to use the Arizona College Application Campaign logo in addition to school or district logos.

Building A Team

Arizona College Application Campaign programs held at participating high schools are collaborative initiatives. Engaging education partners from the local community is highly recommended at the school-level. Leveraging partnerships with education groups, community organizations, PTA and other parent or family groups, student clubs or honor societies, teachers, college readiness personnel within your school or district that serve your area will provide much needed volunteer hours, increase success, and generate additional ideas. The following worksheet is intended to assist your school in identifying potential partners to assist with the planning and implementation of your school's College Application Campaign. The list is not exhaustive and other key stakeholders and initiatives in your community should be included in the event planning and execution as determined by your school's leadership. Keep in mind when planning for engagement of your school team, that you should follow all district and school

policies regarding non-school personnel visiting, volunteering, or otherwise assisting with your school's program.

Here are some suggestions of groups to incorporate as you build your team:

Potential Partner	Name	Email Address	Phone Number
Administration (Principal, Assistant Principal, etc.)			
Chamber of Commerce representative			
Education foundation			
Education foundation			
Community non-profit supporting organization			
Community non-profit supporting organization			
Faith-based community representative			
K-12 or K-16 Alliance			
Local Business Leaders			
Mayor's Office			
PTA, parent, school or community council reps			
School Board Association			
School Counselors			
Student representatives			
Teacher representatives			
Title VII Representative			
School IT Professional			

School Team: Key Topics for your Planning and Timeline

As outlined above, a school team comprised of a variety of stakeholders is extremely effective in creating support and buy-in for your school's College Application Campaign event. There are a variety of topics that can be and should be discussed with your school team.

Some of the key topics the school team should discuss are:

- What are the specifics of the Arizona College Application Campaign events
- Responsibilities of school team
- Date(s) for the event
 - Official Arizona Dates: November 2016
- Communication strategy
 - Student, parents, school staff, community
 - Marketing, phone, and email blasts, letters, press release, social media
 - Mayoral and/or School District proclamation
- Pre-Application events – ensuring students are prepared
 - Legal name / Social Security Number
 - Dual Enrollment
 - IT: Ensure browsers updated, no application sites blocked by firewall
 - Promoting application events to students (preparation / expectations)
- Pre-Application events – creating or enhancing a college-going culture
 - College and University posters in hallways / Door decorating contest
 - Assembly / kick off event
 - School-wide awareness activities
 - Peer-to-peer assistance (SBO's, etc)
- Recruiting volunteers for the initiative
- Engaging volunteers
 - District/school rules regarding volunteers
 - Training
- Evaluation and data collection
 - Student exit summary report
 - Using data for follow-up and program evaluation
- Application follow-up – ensuring the college and financial aid processes are completed

After your College Application Campaign event, your school team should meet to debrief on the successes and challenges of the current year's initiative – feel free to use the topics above to guide the discussion. The debrief meeting should occur as close to the conclusion of your school's AzCAC event as possible. By quickly assessing what worked and what areas need improvement, your school team can get a jump-start on planning for next year's program and create an action plan to follow-up with participating students who need to complete the college application and financial aid application processes.

SECTION 3: EVENT AWARENESS & ACTIVITIES

Preparing and Implementing a College Application Event

There are a variety of activities that high school site coordinators can do prior to, during, and after your AzCAC event to ensure it is successful and meaningful for participating students. These activities are outlined below and editable Microsoft Word templates are in the Appendix.

Pre-event Activities: Creating a College-Going Culture and Getting Students Prepared

There are several activities that schools participating in the College Application Campaign program can do prior to the event in order to prepare students for the event and to generate enthusiasm and support for the program, both within the high school and in the community. This section of the manual focuses on pre-event activities that high school site coordinators are encouraged to utilize as they plan for the program.

- Pre-Application Worksheet for students
- Arizona College Application Campaign Folder for Students
- Information Letters
- Phone or Email Blast
- Sample Press Release
- Mayoral Proclamation
- School District Proclamation
- Other Pre-Event Activities (posters, college gear day, door decorating contest, etc)

During your College Application Program

You have completed all of the planning for your College Application Campaign program and due to the pre-event activities, your students are prepared and the community is engaged in this exciting initiative. Use these activities and resources to help make your event a success!

- Volunteer Tasks
- Student Instructions on Day of Event
- "I Applied...What's Next?" Handout for Students
- Reminders for College Goal FAFSA Event

After your College Application Program

Congratulations! You have successfully implemented a College Application Campaign program for your students and started them on the pathway to enrolling in a postsecondary experience next fall. After the event it is important to thank volunteers that assisted you in the process, communicate to the community and the State Coordinator about your successes, and update your school team. The following templates are provided to assist you with those efforts.

- Volunteer Thank You Letters
- Post-Event Press Releases

As we all know, the journey to successfully enrolling in postsecondary education does not end with the submission of a college application. There are several more steps that each participating student will need to complete over the next few months including, but not limited to, submitting college admissions test scores, submitting transcripts (current and final), submitting recommendation letters, and completing and submitting a FAFSA. As such, it is important that your team implements a plan to follow-up with participating students.

Pre-event Activities

Creating a College-Going Culture: Preparing Students for Application Event

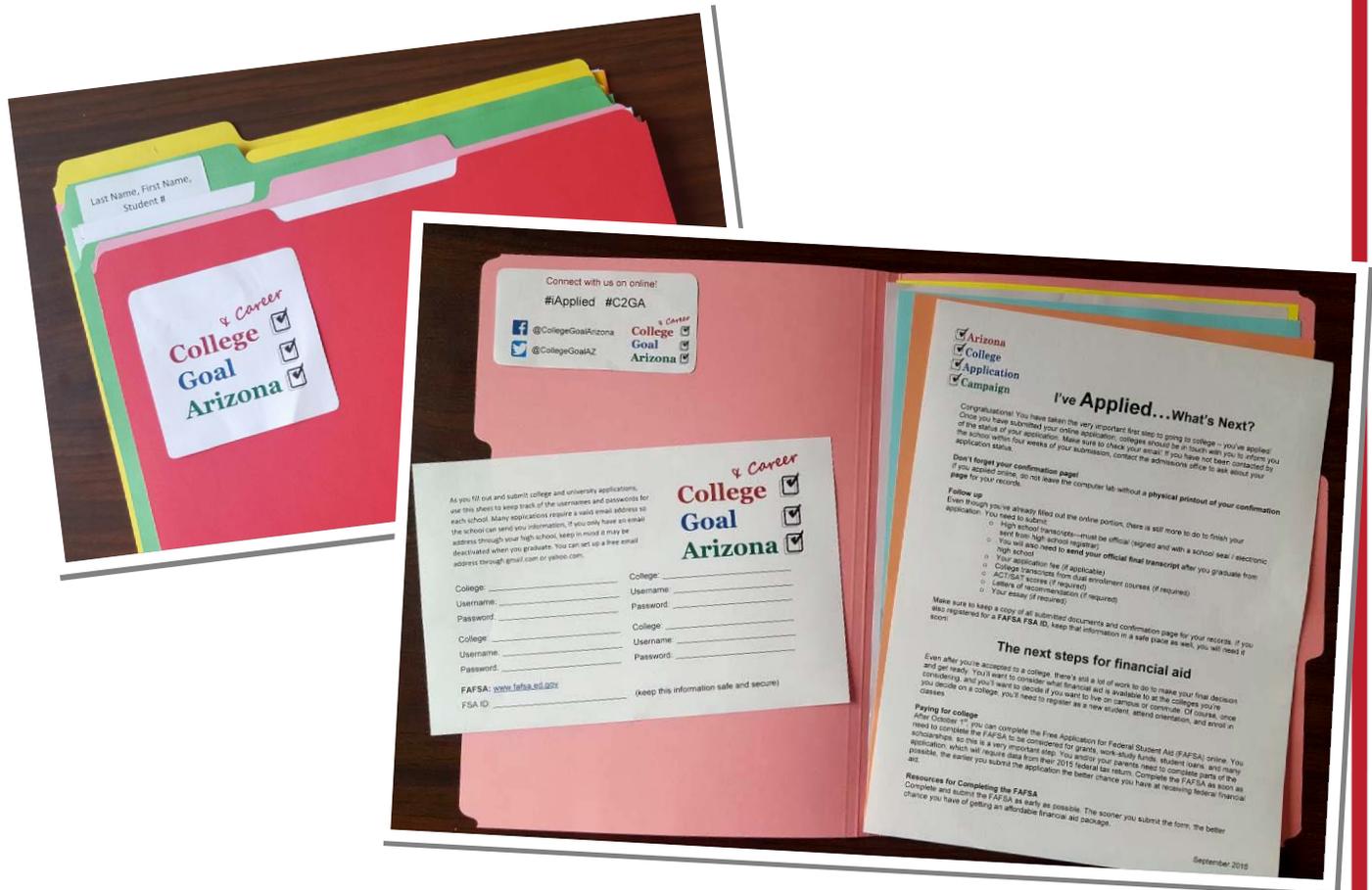
Samples of the following materials are included in this manual, common uses for each are detailed below. The editable Microsoft Word documents are included in the Appendix.

Pre-College Application Worksheet

This worksheet is an opportunity for students to collect 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.

College Application Week Folder

A simple College Goal Arizona file folder for each student, this has become a popular way to make sure students have all the correct information in one place. A folder is created for each student with their name on it, their current transcript inside, and copies of all AzCAC worksheets, informational documents, College Goal FAFSA reminders, and instructions for the day, as well as places for students to write down their username and passwords for college or university applications, and high school and state-wide hashtags and social media accounts. Students receive their folder either at their senior ECAP planning meeting with a counselor, or when they check in to the computer lab the day of the event. The folders are theirs to keep and refer back to throughout their senior year. Templates for all labels are part of the Appendix to this Manual.



Information Letters

To assist help get 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 a few weeks prior to your Arizona College Application Campaign event on school letterhead.

Student/Family Information Letter Sample:

(School Logo)
(School Address)

September 2016



Dear Students and Families,

This fall the administration, counselors, and other volunteers will be helping all seniors complete and submit college applications as well as the Free Application for Federal Student Aid (FAFSA). College and Career Goal Arizona combines these two major pieces of college readiness and will provide your student with step-by-step instructions and assistance to complete and submit a college and FAFSA application. On **(Date(s) of event)**, all seniors expected to graduate in 2016 will be encouraged to apply for admission to at least one college or university, if they have not already done so. This event is possible due to the collaborative efforts of the administration, faculty, and staff at **(Name of your high school)**, as well as students, their families, and volunteers across the community. On **(Date(s) of event)**, all seniors and their families are encouraged to attend our College Goal FAFSA event to get help submitting their free application for financial aid.

The purpose of this campaign is to acquaint students with the college application process and to communicate the importance of applying to college and financial aid. There is a Pre-Application Worksheet which we encourage students to complete prior to the event that is available on **[provide online web address, or include as an attachment to the letter]**. Having this worksheet completed and available at the College Application event will allow students to quickly and easily complete college applications.

We anticipate that students and their families will need to work together in gathering the information listed in the Pre-Application Worksheet. Families are welcome to visit **(Name of your high school)** on **(Date(s) of event)** to assist their student during the application process. In addition, if family members are interested in volunteering or guest speaking during the event, please let me know. Volunteers can greet and sign-in students, assist students with the completion of college applications, or distribute information about financial aid opportunities.

If you have any questions please call **(Site Coordinator's Name, Site Coordinator's Title)**, at **(Site Coordinator's phone number)**. Thank you in advance for your support of this exciting initiative to encourage all Arizona students to make college a part of their future.

Sincerely,
(Name of Site Coordinator)
(Title)

Community Information Letter Sample:

(School Logo)
(School Address)

September 2016

Dear Community Member,



During November 2016, College and Career Goal Arizona will be sponsoring Arizona College Application Campaign at **(name of your high school)**. On **(Date(s) of event)**, all seniors expected to graduate in 2016 will be encouraged to apply for admission to at least one college or university, if they have not already done so, followed up by completing the Free Application for Federal Student Aid (FAFSA). These events are possible due to the collaborative efforts of the administration, faculty, and staff at **(Name of your high school)**, as well as students, their families, and volunteers across the community.

The purpose of College Application Campaign is to acquaint students with the college application process and to communicate the importance of applying to college and providing resources and information on how to finance their college education via federal aid, loans, grants, and scholarships.

We welcome the community to be a part of the program. If you are interested in volunteering or guest speaking during the event, please let me know. Volunteers can greet and sign-in students, assist students with the completion of college applications, or distribute information about financial aid opportunities.

If you have any questions please call **(Site Coordinator's Name, Site Coordinator's Title)**, at **(Site Coordinator's phone number)**. Thank you in advance for your support of this exciting initiative to encourage all Arizona students to make college a part of their future.

Sincerely,
(Name of Site Coordinator)
(Title)

Getting the Message to Parents

If your school is able to send out automatic phone or email blast messaging utilize that technology for your Arizona College Application Campaign. Below are some examples of phone and email blasts, but feel free to make the words your own. If you are able to include attachments on an email blast, it would be a good idea to include the Pre-Application Worksheet, which can be found on our website, www.collegegoal.az.gov.

Phone Blast Message Example

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 Pre-Application Checklist available at <https://collegegoal.az.gov/coordinator-resources>. If you have any questions please call **(Site Coordinator 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.

Email Blast Message Example

Dear Parent,

College is the key to your child's future. College can be anything from a one-year certificate to a four-year degree and beyond. Because there are so many kinds of colleges and degrees, college can be a reality for everybody.

November XX-XX is Arizona College Application Campaign at Your Name High School. Throughout the week teachers, counselors, and volunteers will help students get started on the path to college **by helping them fill out at least one college application.** Students should come to school that week knowing where they want to apply, and prepared to fill out a college application by bringing the necessary information like ACT scores, Social Security Number.

This is an amazing opportunity! Please encourage your child to participate and help them do some research on colleges, degrees, and professions they are interested in. For more information, visit www.YOURSCHOOLWEBSITEHERE.com or contact **(site coordinator)** at **(contact information)**.

(Your Name)
(Your Title)
(School Name)
(Contact Information)

Promoting a College-Going Culture

“I Applied” Wall

Use a large wall in a common area and have students write their name on small pennants with the name of the school to which they applied (you can download this file from our website, <https://collegegoal.az.gov/coordinator-resources>). As the week progresses watch the wall fill up and be a compelling visual of how many applications are being submitted by your students.



Door Decorating Contests

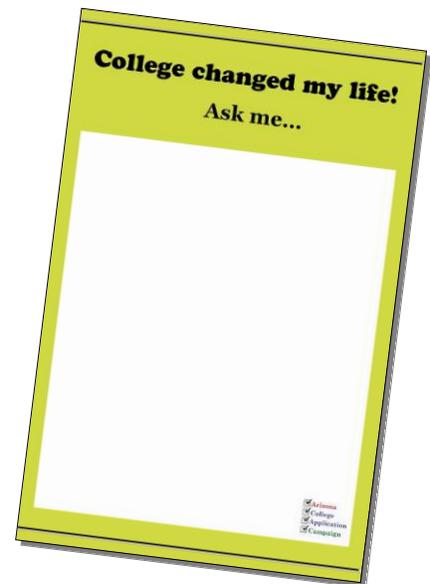
Encourage teachers and other staff, with help from their students, to decorate their classroom or office doors to reflect the colleges and/or universities where they earned a degree. Have contests between classrooms with prizes or bragging rights for the winners!

“Ask Me!” posters

College and Career Goal Arizona has printed large “Ask Me!” posters (11”x17”) that teachers can add the name or logo of their alma mater and hang in their classrooms to prompt discussions about college with students. These posters are available to order at no charge from the Arizona Commission of Postsecondary Education.

Announcements

Use daily morning announcements, announcements between classes, or school-wide video announcements to promote your AzCAC Campaign, having SBO’s or other students involved in these messages can help get your entire school excited about the AzCAC events. Utilize your school marquee, if you have one.



Other Pre-Event Activities

Widely publicize students' college application success, incorporate the yearbook staff or school newspaper writers to interview seniors about their college plans; publish these interviews in the school paper, some schools have even created a special section in the school newspaper that gives the names of seniors and their prospective colleges announcing applications submitted and acceptances.

Provide pre-college application activities for **all students** in your school prior to and during Arizona College Application Campaign. You may organize workshops or information nights for parents and families, discuss AzCAC during homeroom/advisory with students, or during the actual College Application Week. You can find templates for some of these activities included in the Appendix. Some examples include:

- **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, college admission criteria, etc.
- **10th grade:** Progress check, extracurricular activities, earning college credit during high school (AP, IB, Dual Enrollment), world of work, college costs and ways to pay, college visits (online), PSAT, etc.
- **11th grade:** Money management, finding scholarships, admission process, college entrance tests, preparing to apply, writing personal statements and essays, etc.
- **12th graders who have already applied to college:** FSA ID, FAFSA application, searching and applying for scholarships, resume writing and job hunting, helping other students complete and submit college applications in a peer-to-peer model.
- The Federal Student Aid Office at the US Department of Education has **grade-level checklists** and research tools to help students become academically and financially prepared for postsecondary education here. These checklists and resources can be utilized in classroom preparation activities: <https://studentaid.ed.gov/sa/prepare-for-college/checklists>

Incorporate College Application Activities into the Classroom

- Ask English teachers if they would be willing to coordinate a writing workshop for personal statements or essays, or ask them to assign a college application essay, personal statement, or a scholarship essay as homework prior to the event. Students should be able to research the prompts on the college applications or scholarship applications to which they are interested in applying. Teachers can go over correct grammar and language to use on a college application. Additionally, stress the importance of using appropriate email addresses.
- See if Civics or Social Studies teachers will lead a college match lesson where students research and identify schools that are a good fit to their academic records and goals. Educated citizens are more likely to vote and be engaged in their communities.
- Ask Math teachers if they would be willing to do a lesson on calculating financial need and repayment options. A critical component to a student being an informed consumer is having an understanding about the cost of attending college, the financial aid that is available, and what, if any, repayment students will need to do. Investigating average salaries of students who graduate with their major is an important piece of the research.

Guest Speaker / Assembly

Engage a local community leader, district superintendent, or a recent graduate from your high school who is attending college to speak with your senior class about the importance of attending college, and the importance of applying early. Ask the speaker to encourage students to take advantage of the College Application Campaign event that will be hosted at their school to complete these processes.

Using a performing group from your high school, or inviting a community or college group to perform, can also bring excitement to this event.

Giveaways

Teenagers love winning free stuff! Ask colleges or universities to donate promotional items (pennants, t-shirts, hats, pens, lanyards) you can give out as prizes. Local businesses could also provide gift certificates, small gift cards to restaurants, or items a student can use their first year of college (coffee maker, small dorm-appropriate appliances, compact storage solutions, XL twin sheets, etc).

SECTION 4: AzCAC IN YOUR SCHOOL

During Your Arizona College Application Campaign

The Arizona Commission of Postsecondary Education will provide the following materials to each participating site at no cost, contact jsloan@azhighered.gov for an order form.

College Application Campaign Banner

This durable, vinyl banner is 8 feet x 3 feet with grommets around the edge for hanging. It should be displayed in a prominent area of your school, inside or outside.

Apply For Your Future!
www.collegegoal.az.gov

College Goal Arizona **Get the job you want**
 Earn 66% more \$\$ in your lifetime
 Be a leader & role model in your family

ARIZONA COMMUNITY FOUNDATION | experience MATTERS | NORTHERN ARIZONA UNIVERSITY | THE UNIVERSITY OF ARIZONA | ASU | az5 | College Success Arizona | ARIZONA SCHOOL COUNSELORS ASSOCIATION | MARICOPA COMMUNITY COLLEGES | Helios Education Foundation

“College Bound” wristbands and stickers

Similar to the “I Voted” stickers received on Election Day, these stickers will be provided to each participating student to proudly display their accomplishment—they applied to college!



Arizona College Application Campaign Models

There are as many different ways to run AzCAC as there are high schools, depending on the number of students, the type of student, and the support and resources available to you, you may need to tweak these ideas, or come up with your own, for AzCAC to be successful in your school. That is totally and completely okay. The following are suggestions only, please select the program model that will work for your school.

The Core Class Model

The most popular model for Arizona College Application Campaign is to use core classes—usually English—and bring those students to the computer lab a class at a time to participate in AzCAC. This is the easiest to plan, but you may run into some resistance from English teachers who are displeased with yet another event taking up their instruction time.

The Technology Model

Some schools have enough computer labs or individual laptops for the entire senior class to be online at the same time filling out applications. It is most helpful to have a designated room for each major college or university application, staffed with teachers, counselors, or volunteers who are familiar with that application and can help answer questions. College representatives may also be available to help with their own applications, call them and ask!

The Non-Core Model

Instead of using core classes high schools have used non-core, senior-only class to bring down to the computer lab (like Citizenship or Government). Keep in mind this may be a half-year course, not all seniors may be enrolled during the fall. For all students that were not in one of those courses, they were checked out of another non-core class to participate.

The Hybrid Model

Some high schools have distributed a short questionnaire to their seniors in the weeks before AzCAC asking what were the top schools where they wished to apply. Counselors then checked students out of class based on what institution they were applying to and sent them to the computer lab during a specific time period. For example: all students who were applying to UofA were in the computer lab at the same time, with a college rep from UofA there to help answer questions. All students who were applying to the local community college were in the computer lab at the same time with a community college rep there to offer additional assistance. This method takes more planning and preparation hours, but it ran very smoothly and having all students filling out the same application at the same time contributed to some group troubleshooting.

The Minimal Resources Model

Rural or low-income districts with a lot of square mileage and multiple high schools have created a College Application Campaign team consisting of individuals from the district and from the community college campus. Due to their small class size and large distances between schools this method helped each high school maximize their resources; the district and community college were able to equally support the schools by traveling to each one on a designated day to assist students in submitting their applications.

Other Options

None of these options are required, each school is different, different student body demographics, different geographic hurdles, and different levels of available resources and

volunteers. **Find a model that will work for your school**, and make tweaks along the way. Your second, third, and fourth years participating in AzCAC will probably be more successful as your site team figures out the model that will work the best to meet the needs of your students.

Schedule of Events

To keep your school team, administration, teachers, other staff, and volunteers on the same page throughout your College Application Campaign event, we recommend printing out and distributing a detailed schedule of what will be happening where and when in your school. Here are a few examples from previous years.

Here is a step-by-step plan created by past Site Coordinator, Renell Heister, Head Counselor at Winslow High School. This process was found to be successful:

1. Scheduled one day event
2. Designed school day around AzCAC
 - 9th graders – NAVIT/NPC programs
 - 10th graders – AzMERIT math or Aspire
 - 11th graders – ASVAB
3. Recruited community volunteers and college reps
4. Promoted event: local papers, parent newsletters, banners/posters, Facebook, Twitter
5. Prepared seniors ahead of time via ECAPS
 - Created MEID
 - Completed pre-application data collection sheet (SSN's imperative)
 - Researched colleges, admission criteria, majors, etc. – students' listed their top 3
6. Grouped students into 8 computer labs based on college choices; provided transcripts and fee waiver forms
7. Provided steps/protocols and college application links to facilitators; training meeting at 7:00 AM day of
8. Asked facilitators (teachers, community members, college reps) to evaluate the event; made changes the next year
9. Improvement!
 - 2013: Just over 70% of seniors submitted an application
 - 2014: More than 90% of seniors submitted a college application during AzCAC

Here is a step-by-step plan created by past Site Coordinator, Dolores Ramirez, Instructional Counselor at Central High School. This process was also found to be successful:

1. Identify and engage stakeholders:
 - Principal, faculty, staff, students, community businesses, community support organizations
2. Planning and Preparation:
 - Logistics – book computer labs, adjust schedules
 - People – guests/motivational speakers, admission staff, volunteers, faculty and student government or student interest groups (CHS used a ratio of 1 adult for every 5 students)
 - Students – senior assemblies, increase awareness of postsecondary options, learn college-going vocabulary, prep sheets
3. Resources and Implementation:
 - Talk to your peers and use readily available local resources
 - Online resources

- Admissions staff and volunteers – local Vocational Schools, community colleges, public and private universities, parents, high school alumni, Be a Leader, GEAR UP, AzCAN, local churches, civic clubs, etc.

How Volunteers can Support the College Application Campaign

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 ideas for

- 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 to the computer lab.
- Monitor printers to ensure that any applications that need to be printed remain in order and replenish the paper supply as needed.
- Share personal college experiences with students.
- Instruct each student to complete the online student report at the end of their application.
- Handout materials to students after they complete their college application(s) such as an “College Bound” sticker or wristband, a “I Applied..What’s Next?” handout, and a reminder to attend the College Goal FAF\$A event held in your area.
- 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.

Preparing your Volunteers

Having enthusiastic, trained volunteers assist with your event will make both the planning and implementation processes go much smoother. Here are a few ideas for recruiting and designating your volunteer team.

- Collect names and contact information (email, phone number) as well as the dates/times each volunteer is available.
- Ask volunteers questions to determine their area of expertise in helping with your event. A bi-lingual volunteer may be useful for your school’s demographic.
- Make sure volunteers have met any school requirements to be allowed on campus, make nametags or walk them through a school sign-in process.
- Finalize a list of volunteers and their assignments
- Send out a schedule and updates or reminders to your volunteers with specific instructions on the date, time, and their designated tasks; encourage volunteers to wear college gear (shirt, hat, etc) while they are in your school.
- After your event is complete, send each volunteer a note of appreciation for their time and effort in supporting a successful AzCAC event at your school. There is a sample Thank You letter for volunteers included in the Appendix.

SECTION 5: DATA COLLECTION & REPORTING

Data, data, data! The Arizona Commission of Postsecondary Education has created a short 10-minute (or less) online report for students to complete prior to leaving the computer lab. From this student report you will know how many and what applications each student has filed both before and during the AzCAC event. You will know if the applications are completed, if transcripts or application fee payments are pending. This report will also summarize the percentage of your students going to public universities, community colleges, out-of-state schools, etc. This is valuable data you will want to share with your administration, community, stakeholders, school board, etc.

The goal is to have 100% of participating seniors submit their student report data.

We request that you provide to the Commission the following data to complete our summary for the event:

1. Number of seniors in this class/cohort
2. Number of seniors who attended your AzCAC event
3. Number of seniors who submitted applications prior to your AzCAC event
 - a. Number of applications submitted prior to your AzCAC event
4. Number of seniors who submitted applications during your AzCAC event
 - a. Number of applications submitted during your AzCAC event
5. Number of seniors who submitted their very FIRST applications during the AzCAC event
 - a. Number of first-time applications submitted during your AzCAC event

Plan for an incentive to complete the student report; ACPE will supply wrist bands and stickers, but additional incentives or prizes are always better. Your data will only be as good as what the students deliver, and they get in a hurry towards the end of the session. Last year some site coordinators received this feedback from only 58% of their seniors, 42% of outcomes were unknown because the report was not completed.

If you are unable to give seniors a full 90 minute time period at one sitting you should have them submit the student report only after the final time at the computer; this will allow an application to be completed and the data will be reflective of the student's application filing.

Your school or district IT professional should test the student report link (SurveyMonkey) the week before the event to ensure there are no firewall or other blocked website issues for Survey Monkey or college/university websites. Bookmarking websites on each computer such as the student report, college or university application pages, etc, can help your event be successful.

Some high schools have found it extremely useful to print the student report questions before the day of the event so that students could see the questions before-hand, leading to much quicker completion at the end of the event.

The following pages are an example of the type of summary report each partner high school will receive, the report will be customized for their school based on student responses. This will give you an idea of the important way this data can be used in the future development of AzCAC, and a way of measuring and sharing your school's success.



ARIZONA COLLEGE APPLICATION CAMPAIGN
2015 AzCAC Sample High School Report



**ARIZONA COMMISSION FOR
POSTSECONDARY EDUCATION**

*...expanding access and increasing success
in postsecondary education for Arizonans*

Sample High School

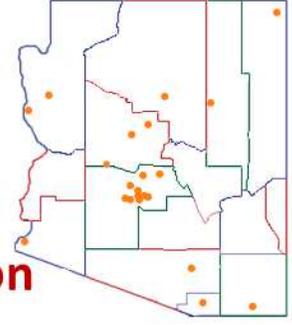
2015 AzCAC - Summary

School Data - As reported by students

	RESPONDENT TOTAL	RESPONDENT PERCENTAGE	SENIOR CLASS PERCENTAGE
Number of students classified as Seniors (as reported by the high school)	500	N/A	100%
Number of students who completed the survey	475	100%	95%
Who Applied During AzCAC			
Number of students who submitted applications BEFORE AzCAC	175	37%	35%
Number of students who submitted applications DURING AzCAC	100	21%	20%
Number of students who submitted 0 applications before AzCAC and 1+ applications during AzCAC	200	42%	40%
Number of total applications submitted BEFORE AzCAC	300	N/A	N/A
Number of total applications submitted DURING AzCAC	400	N/A	N/A
Number of total applications started and not submitted for the first time DURING AzCAC	50	N/A	N/A
Student's Application by Sector (students applying across sectors counted once in each sector)			
Number of students applying to in-state public universities	150	31%	
Number of students applying to in-state community colleges	275	57%	
Number of students applying to in-state private colleges/universities	25	5%	
Number of students applying to out-of state college universities	25	5%	
Number of students applying to in-state vocational/technical schools	10	2%	
Plans after Graduation			
Number of students planning to attend a College/University	200	42%	40%
Number of students planning to attend a Community College	225	47%	45%
Number of students without specific plans after high school	15	3%	3%
Number of students planning to enlist in the military	20	4%	4%
Number of students planning to attend a Voc/Tech/Cosm/Trade school	10	2%	2.0%
Number of students planning to find a job (No plans to study at this time)	5	1%	1%
Number of students planning to enter an apprenticeship program	0	0%	0%
Number of students in dual enrollment	100	21%	20%

- Arizona
- College
- Application
- Campaign

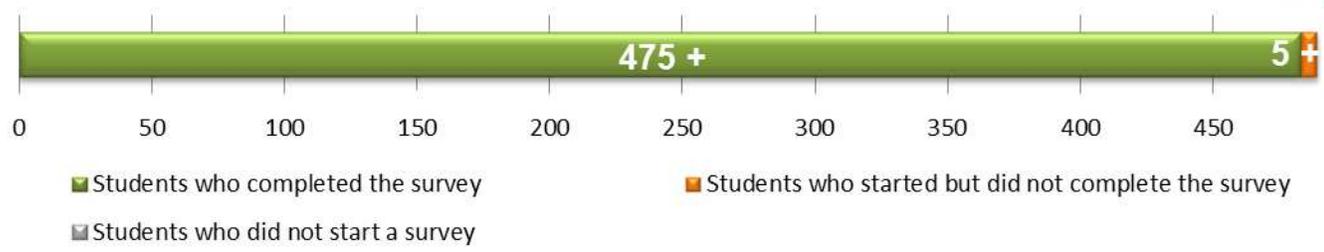
46 AzCAC High Schools
83% Title I Schools



Sample High School

High School Senior Population

Over 475 Total Seniors



Students Applying During AzCAC

Over 400 Respondents

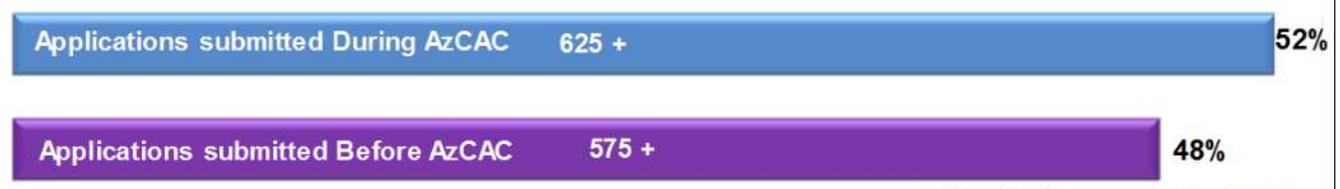
- Over 175 students started and submitted an application for the first time during AzCAC
- Over 200 students started and submitted applications before and during AzCAC
- Under 10 students started and did not submit an application for the first time during AzCAC



*Over 60 students did not apply during AzCAC but applied before AzCAC
*Over 10 students did not apply before or during AzCAC

Applications Submitted Overall

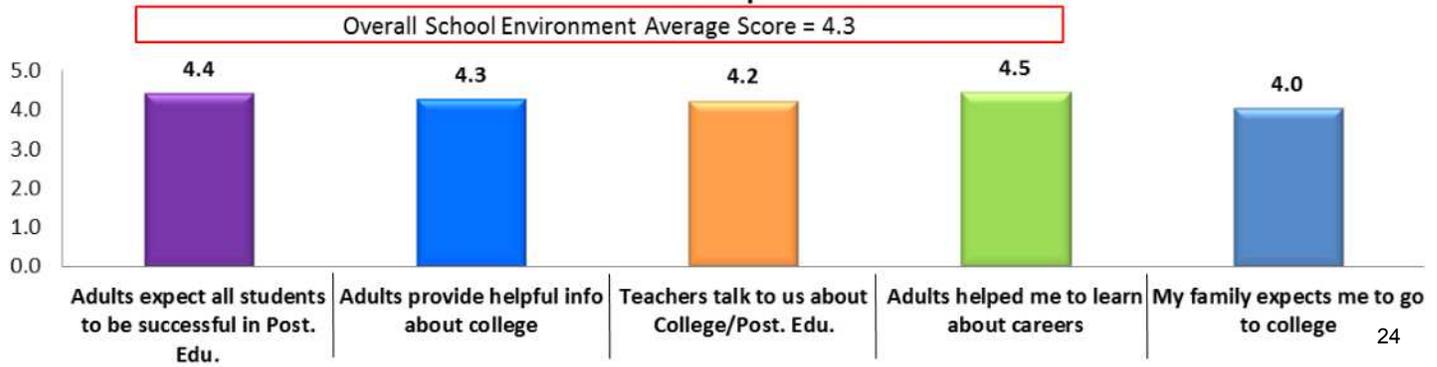
Over 1,000 Applications Submitted Before and During



*Over 500 Students submitted a survey

Building a College-Going Community

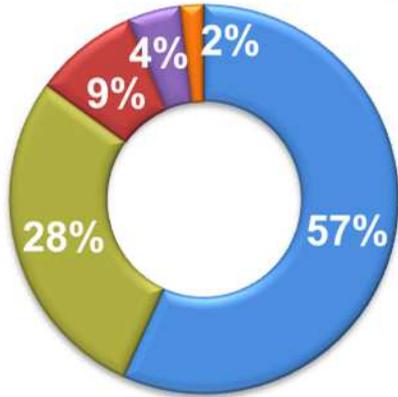
Over 425 Respondents



Types of Institutions Where Students Applied

Over 550 Students

*Students applying across sectors counted once in each sector

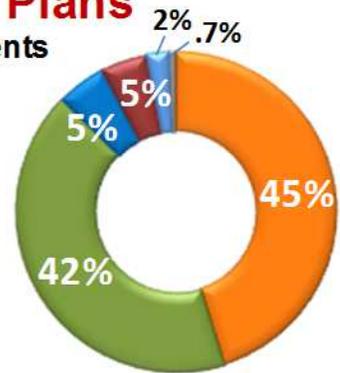


- In-State Community Colleges
- In-State Public College/Universities
- In-State Private College/Universities
- Out-of-State College/University
- In-State Vocational/Tech/Cosm/Trade Schools

Students' Future Plans

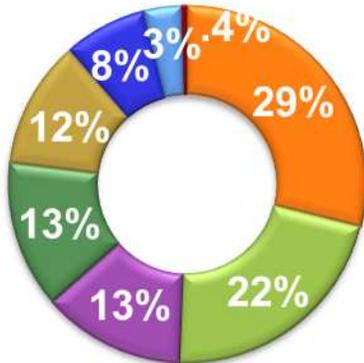
Over 425 Respondents

- I will attend a Community College
- I will attend College/University
- I have not made specific plans yet
- I will enlist in the military
- I will attend a Voc/Tech/Cosm/Trade school
- I will find a job (No plans to study at this time)
- I will enter an apprenticeship program - 0



Challenges Keeping Students From Applying

Over 450 Responses



- I can't afford to go.
- I don't think I can get in.
- I haven't had time to complete an application.
- I haven't decided where I would like to apply.
- I wasn't able to pay the application fee.
- I need help writing an essay/personal statement.
- I wasn't able to answer all of the application questions.
- My family doesn't want me to go.

Arizona Commission for Postsecondary Education AzCAC Sponsors



AzCAC High School Counselor's Documents Received



- School Summary
- 2 Page Infographic
- List of Students who Submitted Application to the Military
- List of Students who Indicated Dual Enrollment
- List of Student Comments Regarding Future Plans & Challenges
- List of Students who Applied to In-State College/University/Community College and Vocational/Technical/Trade Schools Along with What Documents are Still Missing (example below)
- Information was Received in Excel and PDF Format

Applications to College/Universities Missing Documents

Full Name

AForm: Application Form, AF: Application Fee, PR: Proof of Residency, PE: Personal Essay, AFWF: Application Fee Waiver Form, T: Transcripts, TS: Test Scores

SECTION 6: MEDIA, PR, AND SOCIAL MEDIA

As a state-wide campaign we are able to gain much more public support and momentum through strategic and unified public relations, press releases, and communication. Coordination of local and state-wide media will generate the support and awareness from government, businesses and the community. Prior to any media efforts, please double check your school or district media policy and contact a school or district public relations professional, if applicable. **Please always abide by school and district media and social media policies.**

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. If your school or district has a public relations specialist, utilize them to help your press release get through the proper channels.

Media Coverage

The Arizona Commission for Postsecondary Education will coordinate any state-wide media coverage including print (state and local newspapers), online, radio, and television. Individual schools and districts are welcome to contact and speak with media regarding their College Application Week events, please make sure to follow any district or LEA media policies and rules. ACPE has provided a short paragraph of press release verbiage that includes details about the national and state-wide campaign; we ask that schools include the following information in any communications with media.

About Arizona College Application Campaign

Arizona College Application Campaign (AzCAC) gives every high school senior in participating schools the opportunity to apply to college or a postsecondary experience during the school day. Now in its fourth year, AzCAC is in 42 schools across the state, primarily Title I schools. AzCAC focuses on first-generation and low income students who may not otherwise consider themselves college material, the Campaign is structured to provide resources and support to those students and their families. The Arizona College Application Campaign takes place during the month of November, is coordinated by the Arizona Commission of Postsecondary Education, and is part of the American College Application Campaign (a national initiative of the American Council on Education).

Social Media

Social media is one of the easiest and quickest ways to share information, photos, and updates on your Arizona College Application Campaign event. Please see the following pages for some basic instructions on how to use social media, examples of Facebook, Twitter, and Instagram posts, and the College and Career Goal Arizona hashtags, **#AzCAC**, **#C2GA** and **#iApplied**. For media-savvy schools or districts, utilizing your own high school hashtags can help further brand your AzCAC program. **Follow us at www.facebook.com/collegegoalarizona or www.twitter.com/collegegoalAZ.**

Photo/Video Release Forms

If you are planning to use students' likeness via photo or video images, please have them or their guardian sign a photo release form and keep it on file. We have included examples of a

Photo/Video Release form in the Appendix. Many districts have specific forms or processes for a video/photo/media release; always follow your school or district policy first.

Arizona Governor Declaration

In November 2015 Governor Douglas Ducey declared the month of November College Application Campaign Month (see below). We anticipate this declaration again for 2016. This request will be handled by the Arizona Commission of Postsecondary Education.



Arizona College Application Campaign Proclamations

A mayoral proclamation for your school's event is a wonderful complement to the Governor's proclamation. If there are multiple schools or districts within your city limits implementing an event, be sure to coordinate with them so the proclamation is accurate and reflects all participating schools.

Mayoral Proclamation Sample Text:

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 37% of Arizona's working population, aged 25-64, has an Associate degree or higher

WHEREAS Arizona 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, Arizona College Application Campaign, designed to increase the number of students who apply to and enroll in a postsecondary experience 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)) Arizona College Application Campaign in (city) and encourage all seniors to take advantage of the assistance provided through this initiative.

Signed this XX day of Month, 2016.

(Include name and signature line for Mayor and any required City Council members.)

If the Mayor agrees to sign a proclamation, see if you can send a small group of people (students/teachers/administration/counselor) to a City Council meeting to briefly talk about your efforts to help more students in your city have access to college by providing support for the application process. Contact the city to see what steps must be taken to get on the formal agenda. Wear gear from your high school, ask for a photo op with the Mayor and/or City Council, and share widely with your school and district networks! (Ensure those students/their parents have authorized a photo release first!)

School District Proclamation

Discussing Arizona College Application Campaign at school board meetings in September, October, and November will bring a lot of publicity to your events and likely garner more support from the district. Students may attend the meetings and present short speeches on the importance of college in their lives, and how having this program during the school day has helped understand better the timing and necessity of applications and financial aid. Ask your district office or liaison what protocol must be taken to get on the agenda for a School Board meeting. Your school district foundation may be able to set aside some funds to help high-need students pay college application fees, where necessary.

Additionally, a district-wide proclamation of Arizona College Application Campaign can spread awareness throughout the community and the elementary and junior high/middle schools. A School District proclamation can have a district logo, high school logos, and/or the Arizona College Application Campaign logo, or be printed on official district letterhead or proclamation letterhead, if available.

School District Proclamation Sample Text:

WHEREAS the (School District Name) Board of Education strives to ensure students are college and career ready when they graduate high school

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 the (School District Name) Board of Education works in partnership with (Participating High School 1), (Participating High School 2), (List additional participating high school names), to prepare students for the opportunities and challenges of the 21st century

WHEREAS (School District Name) is participating in Arizona College Application Campaign, designed to increase the number of students who apply to and enroll in a postsecondary experience, with a particular focus on first-generation and low-income students

NOW, THEREFORE, we, as members of the (School District Name) Board of Education, do hereby declare (AzCAC Dates), Arizona College Application Days/Week/Month in (School District Name), and encourage (Participating High School 1), (Participating High School 2), (List additional participating high school names) seniors to take advantage of the valuable assistance provided through this initiatives and to apply to at least one college or entity of higher learning.

Signed this XX day of Month, 2016.

(Include names and signature lines for members of School Board.)

Sample School Press Release

(School Logo or Letterhead)

FOR IMMEDIATE RELEASE

Contact: (Name of site coordinator)

(School name)

(School address)

(Phone number)

(Email of contact person)

(High school website)

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

Arizona College Application Campaign (AzCAC) gives every high school senior in participating schools the opportunity to apply to college or a postsecondary experience during the school day. Now in its fourth year, AzCAC is in 42 schools across the state, primarily Title I schools. AzCAC focuses on first-generation and low income students who may not otherwise consider themselves college material, the Campaign is structured to provide resources and support to those students and their families. The Arizona College Application Campaign takes place during the month of November, is coordinated by the Arizona Commission of Postsecondary Education, and is part of the American College Application Campaign (a national initiative of the American Council on Education).

(Name of Your High School) will participate in Arizona College Application Campaign under guidance from the Arizona Commission of Postsecondary Education during (Dates of Event).

As part of Arizona's goal to increase the number of adults with a postsecondary credential, (Name of Your High School) will work with its seniors on (Your School's Event Dates) to complete and submit at least one application for a postsecondary experience.

The goal of the program is to provide support and access to students who come from low-income backgrounds, or who may be the first in their families to attend college. During this event, students may apply to any college, university, technical or trade school, or other postsecondary institution in which they express interest.

(Name of Site Coordinator or School Principal), Arizona College Application Campaign 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 (ACE). Arizona joined ACE in 2013, in 2014 all 50 states had a College Application Campaign.

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

Contact: (Name of Site Coordinator)

Phone: (Site Coordinator's phone number)

#

Example Social Media Posts



Facebook: Post at least three times a week leading up to important dates and deadlines. It is important to post items that will engage the audience and encourage them to participate in conversation. Open-ended questions and asking for opinions are good ways to initiate dialogue. We also recommend the use of pre-selected hashtags, **#AzCAC**, **#C2GA** and **#iApplied** which can help group brand your campaign and make messages related to Arizona College Application Campaign searchable online. Include photos when possible to illustrate the success of your event. Encourage students to use these hashtags as well. If you have a school Facebook page, make sure to “like” the College & Career Goal Arizona page as well to follow our updates on College Application Campaign.

Facebook: www.facebook.com/collegegoalarizona



Twitter: Twitter has a limit of 140 characters per post. To leave space for users to retweet your post and add a comment, try to keep them to 120 characters or less, include photos where possible. Again, using the recommended hashtags **#AzCAC**, **#C2GA** and **#iApplied** will help with branding and searchability. Encourage students to use these hashtags as well.

Twitter: www.twitter.com/collegegoalAZ

The following images are some examples from around the country of ways you can utilize your social media accounts:

Amphi Public Schools @AmphiSchools · 19 Nov 2015
Great day for @Amhipanthers seniors as they prepare for their futures!
#AZCAC #college #career



Arizona Daily Star @TucsonStar
Amphi High students prepare for college, jobs
s.tucson.com/u5

Amphi Public Schools @AmphiSchools · 18 Nov 2015
News Release: #Amphi High Students Participate in Statewide College Application Campaign. [amphi.com/media/5441582/...](http://amphi.com/media/5441582/) #AZCAC #WeAreAmphi #Tucson

Julie Vo
December 4, 2015 · Azfamily.com comments (working) ·

It was pretty fun seeing the ways schools put this together and so fantastic to have been a part of this initiative! Maryvale High School did such an amazing job and the staff, counselors, and district were very involved.
#AZCAC #iAppliedAZ #bettermakeroom #collegeapplicationmonth



Valley school reached 98 percent college application rate
A Valley school has really turned things around, going from 20 to 98 percent when it comes to students applying to college.
AZFAMILY.COM

Courtney Voshell
@DrVosh_DHS

Follow

College acceptance day at @CSDDoverHigh!
Tag us in your signing photos! #iapplie
#accepted #degoestocollege

RETWEET 1 LIKES 8

5:48 PM - 28 Apr 2016

College Advisor
@Cyprus_College

Follow

Seniors @CyprusHS make sure you look for your pennant at the lunch room! #iapplie #ucaw @StepUpUtah

RETWEET 1 LIKES 5

7:07 AM - 24 Nov 2015

CFWV
October 21, 2014 ·

Happy College App & Exploration Week! Have you applied? Where are you going? #iapplie #WhyIChose #ImGoing2College

4 Likes

Like

Brandy Johnson
@MCANBrandy

Follow

College Application Week success in Midland County #ReachHigher #MCAW #iApplied

More than 75 percent of seniors apply during Midland County College Appl...
Seniors in Midland County schools recently participated in Michigan's fifth annual College Application Week. The goal of the week is to give every graduating senior...
ourmidland.com

1:59 PM - 13 Dec 2015

Michigan College Access Network
November 3, 2014 ·

New blog: Why a dedicated week to college applications is necessary
www.micollegeaccess.org/about/news/blog #iApplied #ReachHigher

Blog
Michigan College Access Network
WWW.MICOLLEGEACCESS.ORG

Like Comment Share

Oklahoma GEAR UP
November 9, 2015 ·

One week till Oklahoma College Application Week! Are you as excited as we are?? #okgearup #iapplie
Find out more at okcollegeappweek.org or okgearup.org

4 Likes 1 Share

Like Comment

Perry County Central
@PerryCoCentral

Follow

#IAPPLIED

LIKES
3

2:54 PM - 19 Nov 2015

GEAR UP Iowa
@GEARUP_Iowa

Follow

Future @OttumwaBulldogs Cyclones celebrating #collegedecisionday @IowaStateU #IApplied #IADecisionDay #ReachHigher

RETWEETS 3 LIKES 5

9:10 AM - 28 Apr 2016

Wyoming High School
October 27, 2015

WHS Seniors - snap selfies in your "I Applied" shades and be sure to tag the schools you've applied to along with the hashtags: #IApplied #wolvesgoplaces #reachhigher

23 Likes 1 Comment

Like Comment

Oregon GEAR UP
@OregonGEARUP

Follow

Applied AND accepted during #OregonCAW! Thanks for being a great partner @WOUAdmissions. #collegeappweek

WOU Admissions @WOUAdmissions
Congrats to the students we admitted at Newport High School today! @OregonGEARUP #wousaidyes

LIKE 1

4:28 PM - 3 Nov 2015

Oklahoma GEAR UP added 3 new photos.
November 18, 2015

Congrats to seniors at Madill High School for applying to college! #IApplied #collegebound16

3 Likes

Like Comment

OR Goes To College @ORGoesToCollege · Sep 6
Seniors: Welcome back! Time to think about your plan for after high school - register at BigFuture to start your college search. #itsaplan

OR Goes To College @ORGoesToCollege · Sep 6
Do you have what you need to make your room feel like home? Remember to have few reminders of important people & places. #collegetips

OR Goes To College @ORGoesToCollege · Sep 5
Familias: Estudiantes necesitan un plan. Recuerdeseles que se registren en BigFuture para empezar su búsqueda universitaria. #esunplan



Canyons School District

October 6, 2015 · 🌐

Students speak at tonight's Board meeting in support of the proposed Utah College Application Week proclamation. The students say they look forward to the week, which is planned and executed to help students complete and submit viable college applications. [#UCAW](#) [#collegeready](#) [#careerready](#)



15 Likes

👍 Like 💬 Comment



Oklahoma GEAR UP

@OklahomaGEARUP

Follow

Marietta seniors are applying to college today! [#iApplied](#) [#gearupworks](#)



LIKES

4

10:24 AM - 19 Nov 2015



Step Up to Higher Education Utah added 8 new photos.

November 13, 2014 · 🌐

On [#UCAW](#) day four, President Huftalin of Salt Lake Community College talked to seniors @TaylorsvilleHS about remembering this day: the day [#iApplied](#) to college. Provo High School enjoyed the last of our fall weather yesterday with a [#UCAW](#) tailgate.



6 Likes



coachkwon

Follow

105 likes

34w

coachkwon College bound! Congrats to @ike.matic for his acceptance to Herkimer Community College. I am confident that he is ready for the next step and will do great things in the future. [#collegebound](#) [#college](#) [#iApplied](#) [#collegecorner](#) [#knowledge](#) [#knowledgispower](#) [#education](#) [#believeinyourself](#) [#highschoolsenior](#) [#workhardforwhatyucwant](#) [#herkimercommunitycollege](#)

selwyn.ramos Congrats to the kid @ike.matic

kestradamus... Thanks @stramos gneckapp nice one

Log in to like or comment.



can_seattle

Follow

44 views

19w

can_seattle More and more college acceptance letters going up on MRHS College Wall! [#IApplied](#) [#ImGoing](#) [#Accepted](#) [#CAN](#) [#CollegeAccessNow](#) [#MRHS](#)

Log in to like or comment.

- Arizona**
- College**
- Application**
- Campaign**

Photo / Video Guardian Release Form

Date: _____

I, the undersigned, not being of full and legal age, hereby irrevocably release and authorize my high school/AzCAC/College Goal Arizona/Arizona Commission of Postsecondary Education and their representatives, successors, or assigns, to use, publish, and otherwise distribute my name and photographs posed by me for any and all purposes, including advertising, publication, and other purposes of trade, without limitation. No other oral or written representation has been made to me.

Child's Name (Printed)

Child's Signature

GUARDIAN'S CONSENT

I am the parent or guardian of the minor named above and have the legal authority to execute the above consent and release. I approve the foregoing and waive any rights in the premises.

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Witness Name (Printed)

Witness Signature

Email

Phone

Address

City / State / Zip

- Arizona
- College
- Application
- Campaign

Photo / Video Release Form

Date: _____

I, the undersigned, being of full and legal age, hereby irrevocably release and authorize my high school/ AzCAC/College Goal Arizona/Arizona Commission of Postsecondary Education and their representatives, successors, or assigns, to use, publish, and otherwise distribute my name and photographs posed by me for any and all purposes, including advertising, publication, and other purposes of trade, without limitation. No other oral or written representation has been made to me.

Contact Information:

Name (Printed)

Email

Phone

Address

City / State / Zip

Week Before AzCAC Checklist:

- Ensure the AzCAC student exit report website is bookmarked and accessible at each computer station. Make a final check for student report transmission to the ACPE for data collection.
- Make sure each computer station (or AzCAC student folder) has a copy of the websites for Arizona's public universities, community colleges, and other postsecondary institutions.
- Make sure each computer station (or individual AzCAC student folder) has a copy of the steps students should follow for the day of the event. (Student Day Of Instructions)
- Provide each student with an unofficial copy of their transcript (include in AzCAC folders, if applicable) to help them answer application questions on academics. If ACT/SAT scores are not on their transcript, provide a way to verify those scores for students.
- Provide volunteers/counselors at the check-in table of each computer lab with a roster of all seniors so attendance can be confirmed and recorded.
- Confirm volunteer, staff, and other attendees will be present during assigned shifts.
- Where applicable, pre-sign Arizona Public University Application Fee Waivers for eligible students.
- Confirm all promotional materials have arrived (banner is hung, students and wristbands ready to distribute to students, other promotional or donated materials ready for giveaways)
- Remind teachers, counselors, administrators, and staff of the schedule for AzCAC and all planned activities. Ask them to wear college clothing during the days of the event.
- Create process to track transcript requests for students to complete application process.

Day of AzCAC Event Checklist:

- Make sure all staff, students, college personnel, and volunteers have copies of the instructions for students to follow for the day.
- Keep phone numbers for administration, school district, IT, ACPE, admissions staff on hand to quickly problem solve any application questions or computer issues.
- Welcome your volunteer and resource personnel, confirm assignments.
- Use printed class rosters to take attendance and track participation.
- Check with ACPE mid-morning to ensure the student report information is being transmitted and received. Phone: 602-258-2435.
- Prior to distributing stickers, wristbands, or giveaways, ensure online student report was submitted.

AzCAC Event Follow-Up Checklist:

- Ensure all transcript requests are fulfilled and sent to postsecondary institutions
- Provide make-up opportunities for students who were absent or who did not complete an application.
- Compile data on how many students participated and how many applications were submitted, send this information to ACPE for national reporting purposes.
- After receiving high school student summary report from the Commission, please review it carefully. Reach out to students who have tasks left to complete for their application(s).
- Share the data and infographic within your school, district, and community. Utilize a school or district public relations or media professional to craft and share a post-event press release (a template for this is included in the Appendix).
- Send Thank You notes to all volunteers and school personnel (template found in Appendix).
- Meet with your AzCAC team to discuss what went well, what areas can be improved, and make some notes and preliminary planning for next year's event! The sooner after your AzCAC event the better for this debrief meeting, while everything is still fresh in your mind.

