


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

APPENDIX

**ARIZONA COMMISSION FOR
POSTSECONDARY EDUCATION**

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



AzCAC Site Coordinator Appendix

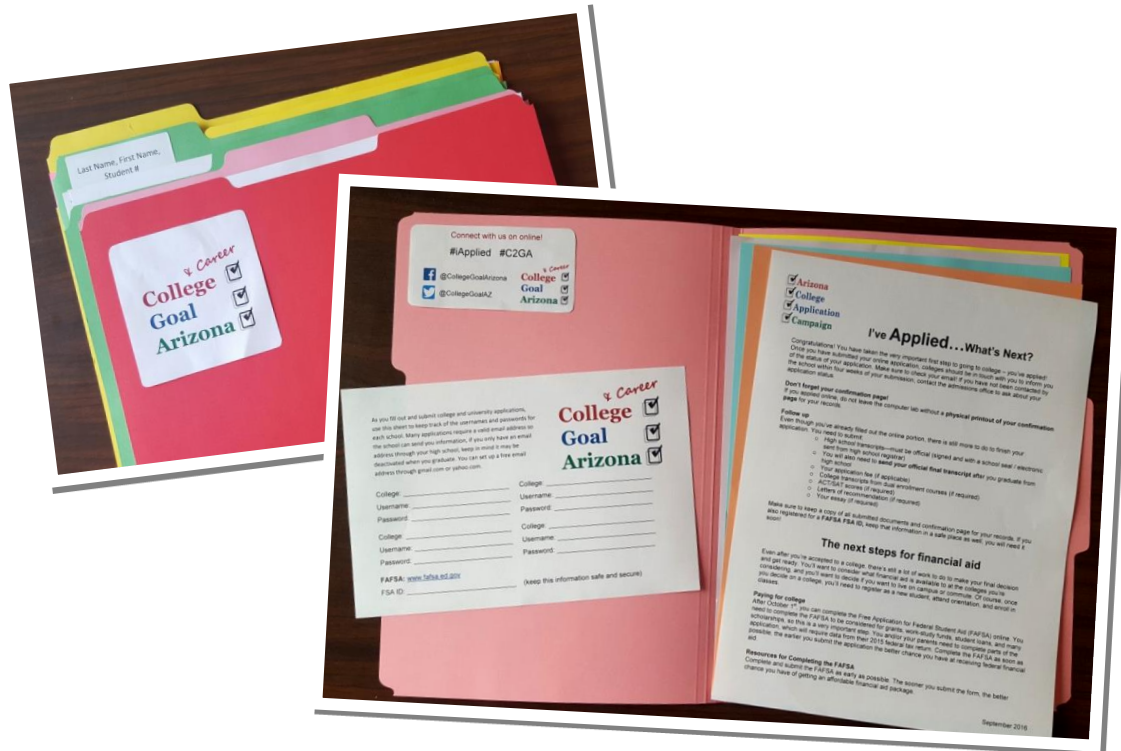
The purpose of this appendix is to provide easy-to-update templates and layouts of various planning materials, letters, and other documents to be used to implement your Arizona College Application Campaign.

Arizona College Application Campaign Site Coordinators can find an electronic version of this manual along with many other valuable resources and materials at <https://collegegoal.az.gov/first-time-cac-site-coordinators>.

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Arizona College Application Campaign Folder



The purpose of this folder is to provide students with all the information they will need to have a successful experience during your Arizona College Application Campaign event, and follow-up information for FAFSA submission, looking for scholarships, and other information they'll need to succeed in the transition to postsecondary education.

Label each folder with student's full name, include copies of the following inside:

- Student's current unofficial transcript with ACT/SAT scores
- College Application Username/Password Half-sheet
- Website Resources for Students (college/university websites, financial aid info, etc)
- AzCAC "What's Next" 2016 document
- "Interested in Joining the Military" document
- Flyer or information about your school's College Goal FAFSA Event, if applicable.
- Social Media Label

All these documents are available as pdfs on our website, <https://collegegoal.az.gov/coordinator-resources>.

Arizona College Application Campaign Press Release Template:

(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 fifth year, AzCAC is in 40 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)

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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, 2017

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, 2017.

Community Information Letter Sample:

(School Logo)
(School Address)

September 2016

Dear Community Member,

During November (Year), 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 (Year) will be encouraged to apply for admission to at least one college or university or other postsecondary experience, 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)



Student/Family Information Letter Sample:

(School Logo)
(School Address)
(month, year)



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 (year) will be encouraged to apply for admission to at least one college or university or other postsecondary experience, 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 Activity 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 activity 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)

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)

- Arizona
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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
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-

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

Volunteer Thank You Letter

(School Logo)
(School Address)
(Date)



Dear (Volunteer Name),

On behalf of (Name of Your High School) and our students, I would like to personally thank you for volunteering your time at our Arizona College Application Campaign event. This event could not have been a success without your help and the help of many others who volunteered their time. To improve our future College Application Campaign events and your volunteer experience, please share any feedback with us on what you thought went well and how we can improve our Campaign.

During Arizona College Application Week, (number of seniors who submitted college applications) seniors submitted (number of college applications submitted) college applications. Thanks to our seniors' hard work and the assistance of volunteers like you, they are one step closer to actualizing their dreams of attending college!

Once again, (Name of Your High School) thanks you for your efforts and contribution of time at our College Application Week! We look forward to seeing you throughout the school year and especially at our event next year.

Thank you!

(Site Coordinator or Principal's Name)
(Site Coordinator or Principal's Title)

Post-Event Press Release



(YOUR HIGH SCHOOL NAME)'s seniors apply to college during Arizona College Application Campaign.

(Insert City, Date)—

(Insert Name of Your High School)'s seniors received hands-on assistance applying to college during the school's College Application Campaign held on (Insert Event Date/Dates). We are please and proud of our (Insert Number of Participating Students) (Insert name of your high school) students who participated in the event, held in the school's (Insert location).

(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 the Arizona College Application Campaign program can be found online at www.collegegoal.az.gov. 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).