



SITE COORDINATOR CHECKLISTS

The following table is designed to provide guidance in your planning for College App Week (CAW). These are the steps we believe will be necessary to complete at most CAW sites, but every step may not be practical for your situation. Use the blank rows for additional tasks necessary for planning your event. Remember, you don't have to do all this work alone! Recruit volunteers and co-workers to assist. If you have questions, feel free to call (866) 443.7420 or (405) 234.4239, or email your question to UCanGo2@ocap.org.

Advance Planning			
Status	Due Date	Task	Notes
		Review the CAW implementation guide.	
		Determine the week or date for your event and follow the link below to register your event with the Oklahoma College Assistance Program (OCAP). www.surveymonkey.com/r/CAW2018	
		Reserve a computer lab or other appropriate space for your CAW activities.	
		Add CAW activities to the master calendar used by your school or organization.	
		Recruit volunteers and distribute the CAW Volunteer Packet handouts. Encourage volunteers to brainstorm ideas for other activities.	
		Send a notice about CAW home to parents encouraging them to talk with their students about the event and the college application process. A Parent Letter template can be found in this guide.	
		Solicit door prizes from area colleges and businesses. It's a good idea to put someone on your committee in charge of this task. A Donation Request Letter template can be found in this guide.	



Two Weeks Prior			
Status	Due Date	Task	Notes
		Send a reminder to volunteers. Include directions about parking, room numbers and check-in policy.	
		Create a detailed schedule of CAW activities and distribute it to teachers, school staff, co-workers and volunteers.	
		Send a notice home with students to inform parents about your CAW events.	
		Distribute CAW Student Packets and encourage students to review the College Application Checklist and complete the College Choices work sheet .	
		Hang up posters and other signs around your building to advertise the event. If you're not a GEAR UP school, OCAP will send your posters to you after you register for the event.	
		Check computers to ensure that no pertinent websites will be blocked by your school, district or organization. Particularly critical are OKcollegestart.org and college/university websites.	



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Final Preparations - Week Before			
Status	Due Date	Task	Notes
		Confirm the participation of your volunteers.	
		Consider a press release to your local media outlets to invite them to your event.	
		Print a comprehensive list of seniors that can be used as a sign-in sheet during your CAW event, or use the sign-in sheet available at http://www.ocap.org/CAW/coordinators.html	
		Customize your fee deferral form and print copies to have on hand during your event.	
		Remind students to complete the Quick Answers and College Choices worksheets and bring them with them to your site's CAW event.	
		Host CAW at your site. See The Day of the Event page in this guide.	



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After Oklahoma College App Week			
Status	Due Date	Task	Notes
		Send thank you notes to volunteers and donors who supported CAW. A Volunteer Thank You Letter template can be found in this guide.	
		Complete the Event Coordinator Exit Survey at this link: www.surveymonkey.com/r/WK2TBRH Your reporting of this data is critical to the success of College App Week in Oklahoma.	→ Important!
		Encourage students to work with you and other staff to complete any additional applications, apply for financial aid and scholarships, etc.	

