COLLEGE APP WEEK

Event Coordinator Packet

College AppWeek

2025

ACAC
American College Application Campaign
Oklahoma

OCAP
Oklahoma College Assistance Program

OKLAHOMA GEAR UP
PREPARING OKLAHOMA STUDENTS FOR COLLEGE

INTRODUCTION

For many students, particularly those who do not have an immediate family member who attended college, applying to college can be overwhelming. Having someone to encourage and help them navigate the college application process can open the door for students to pursue a postsecondary education. By implementing a College Application Week (CAW) program, high schools, libraries and community centers can ensure that all seniors have the opportunity to receive hands-on assistance as they take the first big step toward continuing their education following high school.

Oklahoma GEAR UP and the Oklahoma College Assistance Program (OCAP) are pleased to sponsor Oklahoma College Application Week as a way to provide support through resource materials, training opportunities and, when schedules permit, on-site assistance. College App Week is part of a national initiative sponsored by the Kresge Foundation, the Lumina Foundation, and The Bill and Melinda Gates Foundation for the American Council on Education. It is endorsed on the state level by public higher education Chancellor Sean Burrage. After GEAR UP's successful pilot of the program with their designated school districts in 2012, a partnership was formed with OCAP to allow the expansion of the program statewide, making the CAW materials available to all Oklahoma high school students.

We expect that our statewide efforts will cause CAW to grow exponentially over the next few years, enabling high school seniors all over our state--whether urban, suburban or rural--to apply for college while having volunteers available to help them during the process. We hope you will find the information contained in this guide useful as you implement a program in your school, library or community center.

Good luck as you plan your event! Please feel free to contact us if you have questions.

UCanGo2@ocap.org

1.866.443.7420 or 405.234.4239
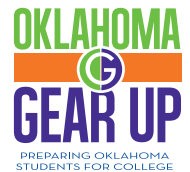
RECOMMENDATIONS FOR COLLEGE APP WEEK PARTICIPANTS

Identify a site coordinator. Decide who will be in charge of College App Week within your school or organization.

Build your team. Recruit counselors, teachers, co-workers and other volunteers to help plan and implement the event. Forming a team will help share the work and ensure the entire organization supports the event. Students can also be identified to volunteer to help and earn community service hours.

Encourage school- and community-wide involvement. Get the community excited about the event. Encourage students and other community members to participate in activities such as daily trivia contests, wearing college shirts, sharing college stories or identifying schools that local community leaders have attended.

Advertise. Use the following materials within your school:
- Banners
- Posters
- Stickers/Buttons that say "I applied"

Reserve your event location. Make sure it's equipped with a sufficient number of networked computers and printers well in advance of the event.
- Consider reserving the space for multiple days during the week of the event, depending on the number of participants.
- Ensure that enough computers are available to allow adequate time for each student to complete at least one application. Typically, an application takes about 45 minutes to complete.
- Work with technology support staff to ensure that firewalls or other access restrictions won't prevent students from accessing college websites on the day of the event.
- Typical locations:
  - School libraries or classrooms with computers
  - Community centers
  - Businesses
  - Vocational-technical centers
  - Public libraries

Recruit volunteers. Ask community leaders to help with the event. Here are some examples of volunteers:

- Local colleges, universities or technology centers, including representatives from admissions, financial aid and the registrar's office
- Local chambers of commerce
- Local elected officials
- Local business leaders
- Community organizations
- Extension services
- Previous graduates of area high schools who have gone to college
- Local library staff
- Parents/PTA
- Faith-based organizations
- Board of Education staff/school board members

Provide ALL seniors access to the event. Develop a schedule for your event which will provide all seniors the opportunity to participate. Requiring that seniors sign up beforehand is strongly discouraged as often those who could benefit the most from the event will not sign up.

Allow for adequate student preparation before the event. Help students make the most of their College Application Week experience. Meet with seniors early in the year to allow adequate time for students to create online accounts needed to complete appropriate college research.

Have students complete a mock college application. This will give them an idea of what the application process is like. Students can prepare personal statements ahead of time in case they are required for the application.

Help students to locate college fairs in your area. A college fair is a great opportunity for students to gather information and do some preliminary research. Regional fairs in Oklahoma are held in the months of September and October. Encourage your seniors to visit UCanGo2.org/News_Events to find a college fair near them.

Encourage your team to think of ideas for creating a contest involving all of the seniors.
This will add more fun, excitement and pride to College App Week.

- Banners
- Posters
- Stickers/buttons that say "I applied"
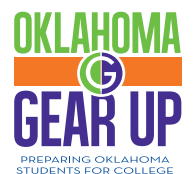
Encourage students to complete college research before the event. To help ensure students are able to make the most of their College App Week experience, students should be ready with a list of colleges they have determined would be a good match for them and to which they would like to apply. College characteristics students should be encouraged to consider include:

- Location
- Size of college
- Available majors
- Cost
- Available financial aid, including institutional scholarships
- Admission requirements

Introduce students to these college search websites:
- NCES.ed.gov/CollegeNavigator
- OKcollegestart.org
- CollegeScorecard.ed.gov

Make use of student worksheets provided in the student packet. The "Quick Answers to Know for College Applications" document will help ensure students have the information needed to complete an application for college admission. Many high school seniors don't know their Social Security Numbers. Using the "Quick Answers" work sheet will help them gather their SSN and other important information ahead of time. Stress the importance of keeping track of their worksheets and destroying them after they have completed their application(s) to protect their private information. Have a cross-cut paper shredder available, if possible.

Ask teachers to get involved by incorporating college essay assignments into their classes. This will enable students applying to colleges requiring essays to be better prepared. Students should be encouraged to save their essays to thumb drives so they can quickly and easily copy and paste them into admission applications during College App Week. Visit commonapp.org for some great ideas for essay prompts.

Encourage students to become familiar with application fee payment options before the event. If the colleges to which they plan to apply require an application fee:

- Suggest they meet with their high school counselor to determine if they are eligible for a fee waiver. Eligible students should research whether their chosen colleges accept fee waivers and how to go about providing that waiver with their applications.
- Students not eligible for a fee waiver should find out the amount required to apply and investigate payment methods.

Provide students with information about the Common Application. Make sure they know whether a college they are considering requires the Common Application or its own. If students plan to complete the Common Application during College App Week, they will need to do their research and prepare for it ahead of time, because it's typically longer and more detailed than other applications. For more information, visit commonapp.org.

Have students sign up for an account on OKcollegestart.org. Setting up this account early will help facilitate college research and give students access to a variety of college planning resources.
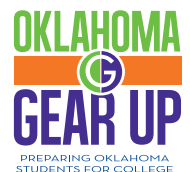
COLLEGE APP WEEK PREPARATIONS

Invite education and community leaders. Include school board members, school administrators and local and state representatives to speak to students before or during College App Week about the importance of attending college, and invite them to participate in the week's events.

Contact local media. Inform them of the event and request media coverage.

Contact local businesses. They may agree to donate snacks - or even lunch! - for participating students and/or volunteers. Finding a local business willing to provide pizza or an ice cream party for participating students can be a fun and exciting way to wrap up a week of applying to college.

Give away items. Ask local colleges, universities and vocational centers to consider providing college gear and freebies for students participating in the event. Students who apply to at least one college could have their names entered into a drawing for prizes.

Hold a senior assembly or pep rally. Do so at the beginning of the week to communicate expectations of the event and get the students excited about applying to college.

Have a "College Day." Encourage faculty, staff and volunteers to wear clothing from their colleges. Consider picking a day where all students could wear their favorite college t-shirts.

Encourage college-planning activities in the classroom. Encourage teachers to build lesson plans as part of the event. English teachers may want to organize writing workshops for personal statements or essays so students are prepared before the event. Visit www.commonapp.org for some great ideas for essay prompts.

**Print or locate the "I Applied" stickers.** Most students love these stickers and wear them with pride.
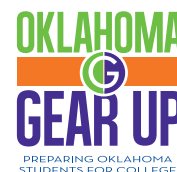
Gather folders for seniors. Each senior will need a folder to collect necessary documents before completing a college application. You may want to ask seniors to bring one from home.

Display Flyers. Templates can be found at www.ocap.org/CAW/Documents/ Coordinators/CAWFlyers-no-date-tabloid.pdf.

Provide morning announcements. Include information about the event in your daily messages.

Print "Quick Answers" worksheets for all seniors. They will need these for their applications.
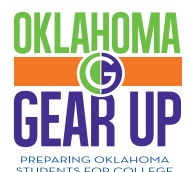
Volunteer Coordination

Never underestimate students' need for help! Exit surveys of similar events have shown overwhelmingly that students considered the event a major factor in their decision to apply to college. Volunteer support is crucial to holding an event that will positively impact the students.

Consider setting up an online volunteer registration form. Many free online survey tools are available to help with this task. It can be helpful to collect the following information on the volunteer registration form:

- Volunteer name
- Email address
- Phone number
- Affiliation (name of postsecondary institution, company, nonprofit or government agency)
- Area of expertise
- Hours available

Follow your school's security policy. Once you have received your volunteer sign-ups, remember to allow for enough time to conduct any necessary background checks, if your school policy requires this.

Utilize student and other leadership in the school as volunteers for the event.

Enlist teachers. They can volunteer during a planning period and/or to dedicate class time for college-related activities, such as writing college essays, researching earning potential of college graduates, etc.

Identify contacts in the community. Civic groups and community organizations may be interested by donating time and/or resources. Examples are: school alumni, parents and families of students, PTA members, senior citizens, church groups, college students, college representatives, and business, community and political leaders.

Stress that College App Week events are not a recruitment opportunity for colleges. College representatives are highly encouraged to attend, but they should not be allowed to use the event as a recruiting tool. Volunteers should help students during the application process and should not simply communicate information about their colleges.

Have plenty of volunteers. It is recommended that you plan to have one volunteer for every four or five computers in use during the event. Extras may be needed to assist with sign-in, printers, etc., and to provide the opportunity for volunteers to take breaks.

Communicate with volunteers early and often. Create a system such as an email distribution list or regular updates via text message. Be sure to contact all volunteers ahead of time to provide them with specifics such as parking, when to arrive, where to go to check in, options for lunch, etc.

Assign each volunteer a specific responsibility. Take into account areas of expertise (e.g., greeting students, helping students complete their applications and exit surveys, answering financial aid questions, etc.). Consider collecting areas of expertise during the volunteer registration process to facilitate the volunteer assignment.

Provide volunteers with a printed schedule. Include lunch times and breaks when no students will be in the lab/media center/classroom.

Follow up with a thank you letter. Write to all participating volunteers, thanking them for their dedication and support in making the event a success. This is a great way to leave volunteers with a positive feeling toward the event and to increase the chances they will volunteer again.

- Advertise the event and activities through:
  - Local media
  - School newsletter
  - Parent-teacher conferences
  - Mobile app push notifications
  - School website
  - Phone outreach system
  - Emails to parents and students
  - Text messages

- Conduct college essay writing workshops in English classes. Encourage students to save their essays to a thumb drive.

- Tell students to research colleges before the event so they know which schools they are interested in applying to and the admission requirements for each school. Students can use the worksheets in the Student Section to do their research.

- Give students folders (or have them bring one from home) so they can collect materials to help them with the application process. Suggested materials are:
  - Bio information
    - Use the "Quick Answers" work sheet from the Student Section of this notebook.
    - Students must have/know their Social Security numbers.
  - College résumé (or list of extracurricular activities and volunteer work)
  - Completed hard copy "practice" application from the school of their choice
  - Essays
  - Test scores
  - Payment information
 - List of preferred colleges

COLLEGE APP WEEK SAMPLE EVENTS

Below is a sample schedule that you may consider using during the week of your event. The items on this schedule are just examples. Use the options that work best for your students, and feel free to add your own ideas!

If you are hosting College App Week/Day at a location other than a school, the events listed below can be modified as time and resources allow. Before the event, do your best to communicate the need for students to bring their necessary information with them on the day they apply for college. If you have to limit your event to only one day, you may want to consider having a celebration time after all seniors have completed their applications.

Daily Announcements

- Each day, a college admission tip or fact can be presented during the morning and afternoon announcements. Seniors will also be encouraged to attend the day's or the following day's activities. Utilize our College App Week Activities/Games to inspire students to ask questions and engage with their educators. Offer a door prize, if possible. Ideas:

  ◦ **Monday** – Hey, seniors! It's College Application Week, and you can't enroll if you don't apply! Today's event is…
  ◦ **Tuesday** – College graduates make about a million dollars more in salary over their lifetimes than do non-college grads. Get involved in College App Week! Today's event is…
  ◦ **Wednesday** – Worried about a job after high school? College grads have low unemployment rates compared to those that don't have a degree. High school dropouts are four times more likely than college graduates to be unemployed. Check out College App Week! Today's event is…
  ◦ **Thursday** – Planning for college is a team effort. Who's on your team? Your parents, teachers, coaches and school counselor(s) are all here to help you during College App Week. Today's event is…
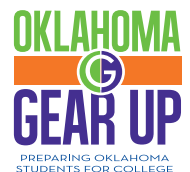
- ◦ **Friday** – Seniors, we're wrapping up College App Week with a few reminders:
    - ▪ File a Free Application for Federal Student Aid (FAFSA) as soon as possible each year you are in school to make sure you get all the financial aid you are eligible to receive. And remember, the FAFSA is a FREE application, so be sure to fill it out at the FREE website, StudentAid.gov.
- ◦ The day before College Application Day, make announcements in senior classes reminding them to bring their bio information (and application fee, if required).

Apparel

- Students and teachers can be encouraged to wear college clothing each day of the week.

Daily Events

Monday

- Whether you decide to do a pep rally or a presentation in an auditorium or cafeteria, a kickoff event will inform students of the week's activities and build enthusiasm, as well as encourage students to attend.

Tuesday

- Invite an expert you know to talk to your seniors about career exploration, college preparation and the financial aid process.
- Invite professionals from your community to mix and mingle with seniors who may be interested in their career field. Students are encouraged to dress in professional attire to practice professional networking during the event.

Wednesday

- Invite representatives from local colleges (or other colleges your seniors may be able to attend) to set up booths for an allotted time during the school day so students can ask questions and gather information about the colleges.

Thursday

- College App Week Event (College App Day)
  ◦ During the event, students (by class, or by any other method that works best at your organization) will be brought to a computer lab with the application folder they've used to gather their information. Volunteers will help students apply to at least one college during this time. GEAR UP students should also complete the online exit survey before they leave. Students who complete an application will receive an "I Applied" sticker. This may take more than one day, depending on the number of participants.
  ◦ Provide a sign-in sheet for seniors to sign as they enter. As each student is leaving, gather information from them about: Number of applications started, name(s) of college(s), and whether applications are complete or incomplete. This information will be used for reporting purposes later, and will aid you in your follow-up efforts.
  ◦ Be sure to stress the importance of protecting and destroying their biographical information worksheets and payment information when they're finished. Emphasize that this information can be used to commit fraud using their (or their parents') information.
  ◦ If possible, provide a shredder for them to use to destroy documents containing sensitive information.

Friday

- Celebration
  ◦ Whether you decide to do a pizza party, ice cream social or other event, students who completed at least one college application will be invited to celebrate their future.

The Day of the Event and Sign-In Sheet

Write your high school code and address on a whiteboard in large lettering that can be seen all over the room. If you're not in a high school setting, consider listing the high school codes and addresses for schools in your area, including city, state and ZIP code.
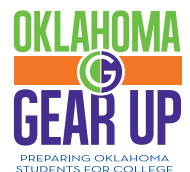
Have copies of the "What's Next?" handout available.

Make sure students are prepared. On the day (or days) during your College App Week event when students will actually be completing college applications, follow the suggestions given on the Student Preparation page to make sure students arrive with everything they need to apply.

Welcome volunteers.
- Thank them for their participation.
- Inform them of the plan for the day, including:
    - If at all possible, providing lunch for your volunteers is a great way to say thank you.
    - If lunch will not be available at your location, consider providing all volunteers a list or map of local restaurants.
- Let them know if they are required to check out in the main office before they leave for lunch and/or at the end of the event.

Welcome each group of students and explain the events for the day. Explain:
- The importance of applying to college.
- The goal of the day is for them to complete and submit at least one application of admission.
- They should feel free to ask a volunteer if they need help or if they have any questions about applying to, paying for or attending college.
- After they've applied, they'll still need to mail more documents to their colleges.

Provide proper oversight. If the event is at a high school, staff should remain available throughout the event and should not expect volunteers to ensure students stay on task. Remember, the volunteers are there to help students complete the application process, not do discipline students.

Sample Sign-In Sheet:

College Application Week, 2025				
Student Name	# Apps Completed	College Name(s)	App Completed? YES NO	Follow Up Needed?

Full Sign-In Sheet available on the next page!

College Application Week, 2025

Student Name	# Apps Completed	College Name(s)	App Completed? Yes	No	Follow Up Needed?

APPLICATION FEE AND WAIVER INFORMATION*

Many of Oklahoma's public colleges and universities may waive the application fees for students that participate in free and reduced lunch programs or have special financial considerations as determined by their high school counselors. If a fee is required by an institution, students who meet one of these criteria will need to check the box included on the application that says they are requesting a fee waiver. The high school will need to fax or mail the fee waiver request to the institution on behalf of the student. You will find a fee waiver request template on the next page. Keep in mind that some colleges won't accept a fee waiver request in template form. It's best to contact the college before submitting the form if you're not sure how to proceed.

Many public colleges will allow students to submit their applications without the fees included; the fees can then be added to their first bill/statement upon enrollment. However, some colleges do not follow this practice, so it's always best to check a college's website for information about application fees.

<u>Please note:</u>

East Central University	Southeastern Oklahoma State University	University of Central Oklahoma
Requires their application fee be paid with a debit/credit card at the time of the online application.	An application fee is due at the time of application. If unable to pay the fee with a card at that time, payment should be mailed or taken to Admissions ASAP.	If requesting a fee waiver, complete the Application Fee Waiver Form and send it via email to admissions@uco.edu. www.uco.edu/admissions/enroll/files/application-fee-waiver-form.pdf

This information is subject to change. Please note that MANY of Oklahoma's public colleges and universities do not require application fees. Students who do not qualify for fee waivers will need to contact the institutions they are interested in attending to make arrangements to pay their fees. Contact information for all colleges and universities is available at OKcollegestart.org.
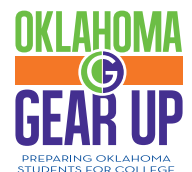
REQUEST FOR WAIVER OR DEFERRAL OF COLLEGE ADMISSION APPLICATION FEE

To Director of Admissions:

Please consider waiving or deferring payment of the college admission application fee for **<INSERT STUDENT NAME>**. The student meets the requirements in one or more areas to qualify for an admission fee waiver. Based on my knowledge of the student's circumstances, I believe that payment of the college admission application fee would be a hardship. I appreciate your consideration.
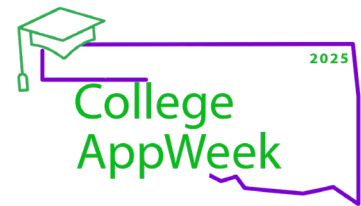
Sincerely,

<INSERT NAME>

<INSERT TITLE>

<INSERT SCHOOL NAME>
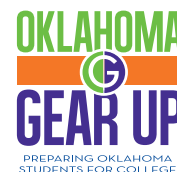
HIGHER EDUCATION INSTITUTIONAL WEBSITES

Oklahoma Colleges, Universities & Technology Centers

Public Research Universities

Oklahoma State University, Stillwater	www.okstate.edu
Oklahoma State University, Tulsa	tulsa.okstate.edu/
University of Oklahoma, Norman	www.ou.edu
University of Okla., Health Sciences Center, OKC	www.ouhsc.edu
University of Oklahoma, Tulsa	www.ou.edu/tulsa

Public Regional Universities

Cameron University, Duncan	www.cameron.edu/duncan
Cameron University, Lawton	www.cameron.edu
East Central University, Ada	www.ecok.edu
Langston University, Langston	www.langston.edu
Langston University, OKC	langston.edu/about/campuses/oklahoma-city-campus/
Langston University, Tulsa	langston.edu/about/campuses/tulsa-campus/
Northeastern State University, Broken Arrow	www.nsuok.edu/brokenarrow.aspx
Northeastern State University, Muskogee	www.nsuok.edu/muskogee.aspx
Northeastern State University, Tahlequah	www.nsuok.edu
Northwestern Okla. State University, Ada	www.nwosu.edu
Northwestern Okla. State University, Enid	www.nwosu.edu/enid
Northwestern Okla. State University, Woodward	www.nwosu.edu/woodward
Oklahoma Panhandle State University, Goodwell	www.opsu.edu
Rogers State University, Bartlesville	www.rsu.edu/bartlesville
Rogers State University, Claremore	www.rsu.edu
Rogers State University, Pryor	www.rsu.edu/pryor
Southeastern Okla. State University, Durant	www.se.edu
Southeastern Okla. State University, Idabel	www.se.edu/mccurtain
Southwestern Okla. State University - Sayre, Weatherford, Yukon	www.swosu.edu
University of Central Oklahoma, Edmond	www.uco.edu

Public Liberal Arts University

University of Science and Arts of Okla., Chickasha	www.usao.edu
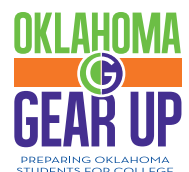
Community Colleges

Carl Albert State College - Poteau, Sallisaw	carlalbert.edu/
Connors State College - Muskogee, Warner	www.connorsstate.edu/
Eastern Okla. State College - McAlester, Wilburton	www.eosc.edu/
Murray State College, Ardmore	mscok.edu/about/Ardmore_Campus
Murray State College, Tishomingo	mscok.edu/
Northeastern Oklahoma A&M College, Miami	neo.edu/
Northern Oklahoma College, Enid	www.noc.edu/enid/
Northern Oklahoma College, Stillwater	www.noc.edu/stillwater/
Northern Oklahoma College, Tonkawa	www.noc.edu/tonkawa/
Oklahoma City Community College, OKC	www.occc.edu/
Redlands Community College, El Reno	www.redlandscc.edu/
Rose State College, Midwest City	www.rose.edu/
Seminole State College, Seminole	www.sscok.edu/
Tulsa Community College - Metro, Northeast, Southeast, West	www.tulsacc.edu/
Western Oklahoma State College, Altus	www.wosc.edu/

Technical Branches

Oklahoma State University-IT, Okmulgee	osuit.edu/
Oklahoma State University-OKC	osuokc.edu/

Higher Education Programs/Sites

Langston University, OKC	langston.edu/about/campuses/oklahoma-city-campus/
Murray State College, Ardmore	mscok.edu/about/Ardmore_Campus
Northern Oklahoma College, Stillwater	www.noc.edu/stillwater/
SE Okla. State Univ. Center, Ardmore	www.se.edu/ardmore/
University Center at Ponca City	www.ucponcacity.com/

Private/Private Research & Tribal Colleges

College of the Muscogee Nation, Muskogee	cmn.edu/
Family of Faith Christian University, Shawnee	familyoffaith.edu/
Mid-America Christian University, OKC	www.macu.edu/
Oklahoma Baptist University, Shawnee	www.okbu.edu/
Oklahoma Christian University, Edmond	www.oc.edu/
Oklahoma City University	www.okcu.edu/
Oklahoma Wesleyan University, Bartlesville	www.okwu.edu/
Oral Roberts University, Tulsa	oru.edu/
Randall University, Moore	ru.edu/
Southern Nazarene University, Bethany	www.snu.edu/
University of Tulsa	utulsa.edu/

Technology Centers

Autry Technology Center, Enid	autrytech.edu/
Caddo Kiowa Technology Center, Ft. Cobb	www.cktc.edu/
Canadian Valley Technology Center, El Reno	cvtech.edu/
Central Technology Center, Drumright	centraltech.edu/
Chisholm Trail Technology Center, Omega	www.cttc.edu/
Eastern OK County Technology Center, Choctaw	www.eoctech.edu/
Francis Tuttle Technology Center - Edmond, OKC	www.francistuttle.edu/
Gordon Cooper Technology Center, Shawnee	www.gctech.edu/
High Plains Technology Center, Woodward	www.hptc.edu/
Indian Capital Technology Center, Coweta	www.ictech.edu/apps/pages/coweta-campus
Indian Capital Technology Center, Muskogee	www.ictech.edu/apps/pages/muskogee-campus
Indian Capital Technology Center, Sallisaw	www.ictech.edu/apps/pages/sallisaw-campus
Indian Capital Technology Center, Stilwell	www.ictech.edu/apps/pages/stilwell-campus
Indian Capital Technology Center, Tahlequah	www.ictech.edu/apps/pages/tahlequah-campus
Kiamichi Technology Center, Antlers	www.ktc.edu/594580_3
Kiamichi Technology Center, Atoka	www.ktc.edu/466259_3
Kiamichi Technology Center, Durant	www.ktc.edu/466259_3
Kiamichi Technology Center, Eufala HS	www.ktc.edu/467044_3
Kiamichi Technology Center, Hugo	www.ktc.edu/467013_3
Kiamichi Technology Center, Idabel	www.ktc.edu/467019_3
Kiamichi Technology Center, McAlester	www.ktc.edu/467021_3
Kiamichi Technology Center, Poteau	www.ktc.edu/467029_3
Kiamichi Technology Center, Spiro	www.ktc.edu/594581_3
Kiamichi Technology Center, Stigler	www.ktc.edu/467032_3
Kiamichi Technology Center, Talihina	www.ktc.edu/467037_3
Meridian Technology Center - Guthrie, Stillwater	www.meridiantech.edu/
Metro Technology Center, Aviation Campus	metrotech.edu/about/locations/aviation-campus
Metro Technology Center, Business Development	metrotech.edu/about/locations/downtown-business-campus
Metro Technology Center, South Bryant	metrotech.edu/about/locations/south-bryant-campus
Metro Technology Center, Springlake	metrotech.edu/about/locations/springlake-campus
Mid-America Technology Center, Wayne	www.matech.edu/
Mid-Del Technology Center, Midwest City	www.middeltech.com/
Moore Norman Technology Center - Norman/OKC	www.mntc.edu/
Northeast Technology Center, Afton	www.netech.edu/apps/pages/afton
Northeast Technology Center, Claremore	www.netech.edu/apps/pages/claremore
Northeast Technology Center, Kansas	www.netech.edu/apps/pages/kansas
Northeast Technology Center, Pryor	www.netech.edu/apps/pages/pryor
Northwest Technology Center - Alva, Fairview	nwtech.edu/
Pioneer Technology Center, Ponca City	www.pioneertech.edu/
Pontotoc Technology Center, Ada	www.pontotoctech.edu/
Red River Technology Center, Duncan	www.rrtc.edu/
Southern Oklahoma Technology Center, Ardmore	www.sotech.edu/
Southwest Technology Center, Altus	www.swtech.edu/

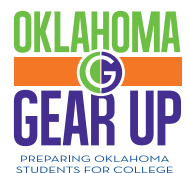| Tri County Technology Center, Bartlesville	tricountytech.edu/
Tulsa Technology Center, Broken Arrow	tulsatech.edu/about-the-district/locations/broken-arrow-campus/
Tulsa Technology Center, Lemley Memorial	tulsatech.edu/about-the-district/locations/lemley-memorial-campus/
Tulsa Technology Center, Owasso	tulsatech.edu/about-the-district/locations/owasso-campus/
Tulsa Technology Center, Peoria	tulsatech.edu/about-the-district/locations/peoria-campus/
Tulsa Technology Center, Riverside	tulsatech.edu/about-the-district/locations/riverside-campus/
Tulsa Technology Center, Sand Springs	tulsatech.edu/about-the-district/locations/sand-springs-campus/
Wes Watkins Technology Center, Wetumka	www.wwtech.edu/
Western Technology Center - Burns Flat, Elk City, Hobart, Sayre, Weatherford	www.westtech.edu/

Private, For-Profit Colleges

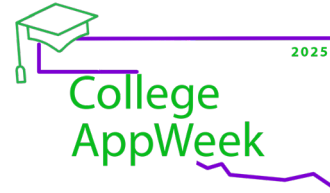| Academy of Hair Design, OKC	www.academyofhairdesignok.com/
Artisan Inst. of Barbering, Cosmetics & Esthetics	www.theartisaninstitute.com/
ATA College, Tulsa	www.ata.edu/campus/tulsa-ok/
Bethany Beauty College	bethanybeautycollege.com/
Broken Arrow Beauty College	www.babeautycollege.com/
Central Oklahoma College	centraloc.edu/
Clary Sage College, Tulsa	clarysagecollege.com/
Community Care College, Tulsa	communitycarecollege.edu/
Elite Academy, Duncan	eliteacademyok.com/duncan-ok-campus/
Elite Academy, Lawton	eliteacademyok.com
Elite Beauty College, Muskogee	ebcollege.net/
Formations Institute of Cosmetology & Barbering - Enid, Woodward	www.formationsinstitute.edu/
Hair Arts Institute, Oklahoma City	www.hairartsinstitute.com/
Hello Gorgeous Barber School, Stillwater	hellogorgeousbarberschool.com/
I.T.S. Academy of Beauty, Lawton	olympianacademy.edu/
J Williams Barber Institute, Del City	jwilliamsbarberins.wixsite.com/jwbs/
JB's Hair Design and Barber College, OKC	bsbarbercollege.org/
Jenks Beauty College	jenksbeautycollege.edu/
Miller-Motte College, Tulsa	www.miller-motte.edu/campuses/oklahoma/tulsa-career-training/
Oklahoma Technical College, Tulsa	oklahomatechnicalcollege.com/
Paul Mitchell, The School, Norman	paulmitchell.edu/norman
Paul Mitchell, The School, Tulsa	paulmitchell.edu/tulsa
Penny Miller Cosmetology Academy, Pauls Valley	www.salonpmca.com/
Ponca City Beauty College	www.poncacity-beautycollege.com/
Premiere Academy of Cosmetology, McAlester	premiercosmo.com/
Shawnee Beauty College	shawneebeautycollege.com/
Southern School of Beauty, Durant	southernschoolbeauty.com/
Spartan School of Aeronautics & Tech, Tulsa	www.spartan.edu/
Tulsa Welding School	www.tws.edu/
Twice the Cuts School of Hair Design, Midwest City	www.twicethecutz.com/
Wade Gordon Hairdressing Academy, OKC	wadegordonacademy.com/
Yukon Beauty College	www.yukonbeautycollege.com/

POST-COLLEGE APP WEEK ACTIVITIES

Follow-up is critical in ensuring a successful College App Week campaign. After all the dust has settled, don't forget these simple steps:

1. Use your sign-in sheets to remind you of those students who started an application but were unable to complete one. Follow up with each of these students and assist them in any way you can. You may want to enlist the help of others if you have a large number of students who were unable to finish their applications.

2. Remind students to send any appropriate supporting documentation to their colleges, and remind them to pay attention to deadlines imposed by the schools. They may still need to submit:
    1. Fee waiver forms
    2. High school transcripts
    3. Application fees

3. Stress the importance of the FAFSA to your students. Make sure they're aware they can complete the FAFSA as soon as it becomes available each year they're in school. Let them know that some types of financial aid run out quickly, so it's important that they complete their FAFSAs as soon as they can. You may wish to invite a college representative or an OCAP outreach specialist to your location soon to go through the FAFSA and financial aid process with students and parents. Evening events seem to work best for these sessions. Contact a college representative, or call OCAP at 405.234.4239 in the OKC metro, or 1.866.443.7420 (toll free) to arrange a FAFSA/Financial Aid presentation.

4. Pat yourself on the back! You pulled it off! And you can celebrate the fact that you've made a significant difference in the lives of the students who've made the decision to go to college. Thank you for your hard work and your dedication to Oklahoma's youth.

ACAC
American College Application Campaign
Oklahoma

OCAP™
Oklahoma College Assistance Program

OKLAHOMA
GEAR UP
PREPARING OKLAHOMA
STUDENTS FOR COLLEGE
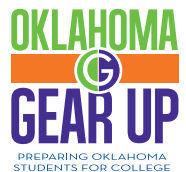
Site Coordinator Checklists

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/CAW2025Reg	
		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.	

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 in your event coordinator packet.	
		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.	

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/CAW2025Exit Your reporting of this data is critical to the success of College App Week in Oklahoma.	
		Encourage students to work with you and other staff to complete any additional applications, apply for financial aid and scholarships, etc.	

(Include a copy of the "Volunteer Task List" and "What Steps Do I Take?")
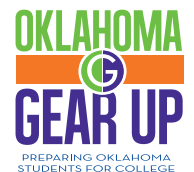
Good day!

Income inequality is driven largely by a lack of access to college. College graduates are more likely to be employed, vote, take part in the political process and engage in their communities through civic service. The economic health and social viability of a democratic society is determined by the education of its citizens. One way to increase the number of students who seek education beyond high school is to ensure students apply to college in a timely and supported manner.

<ORG NAME> is taking part in a successful national initiative through its partnership with the American College Application Campaign, OK GEAR UP and the Oklahoma College Assistance Program (OCAP).

<ORG NAME> will participate in College App Week with many other schools and organizations across the state this fall. The goal is for all seniors to have an opportunity to receive hands-on assistance as they complete their college applications. For many students, particularly those who do not have an immediate family member who attended college, applying to college can be overwhelming. Having someone to encourage and help them navigate the college application process can open the door for students to pursue a postsecondary education.

<ORG NAME> is hosting our event on **<INSERT DATE>**, at **<INSERT TIME>**. We would like to ask for your support. Please consider: 1) providing volunteers to assist students with their applications on the day of the event (see attached for a list of volunteer responsibilities); and/or 2) offering resources to cover application fees for students who can't afford them and don't qualify for fee waivers. Another attachment outlines the cost of application fees for each public college and university in Oklahoma.
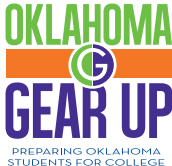
College App Week is part of a national initiative sponsored by the Kresge Foundation, the Lumina Foundation, and The Bill and Melinda Gates Foundation for the American Council on Education. On the state level, the project is endorsed by the State Secretary of Education's office, Regents' Chancellor, the Oklahoma State Department of Education and the Oklahoma State Chamber.

We hope you will consider supporting our College App Week efforts. Together, we can make the **<INSERT TOWN>** community more of a college-bound population by providing services that help our students reach their dream of a college education.
Please contact me at **<INSERT PHONE>** or **<INSERT EMAIL>** for more information.

Sincerely,

<INSERT SIGNATURE LINE>

DONATION LETTER

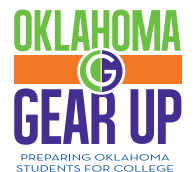(Include a copy of "What Steps Do I Take?")

Good day!

Income inequality is driven largely by a lack of access to college. College graduates are more likely to be employed, vote, take part in the political process and engage in their communities through civic service. The economic health and social viability of a democratic society is determined by the education of its citizens. One way to increase the number of students who seek education beyond high school is to ensure students apply to college in a timely and supported manner.

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<ORG NAME> is hosting our event on **<INSERT DATE>**, at **<INSERT TIME>**. We would like to ask for your support. Please consider: 1) providing one or more door prizes or giveaways; and/or 2) offering resources to cover application fees for students who can't afford them and don't qualify for fee waivers. I have attached a document that lists the cost of application fees for each public college and university in Oklahoma.

College App Week is part of a national initiative sponsored by the Kresge Foundation, the Lumina Foundation, and The Bill and Melinda Gates Foundation for the American Council on Education. On the state level, the project is endorsed by the State Secretary of Education's office, the Regents' Chancellor, the Oklahoma State Department of Education and the Oklahoma State Chamber.

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Please contact me at **<INSERT PHONE>** or **<INSERT EMAIL>** for more information.

Sincerely,

<INSERT SIGNATURE LINE>
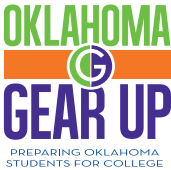
VOLUNTEER LETTER

(Consider including a copy of the "Volunteer Task List")

Dear **<INSERT NAME>**:

Income inequality is driven largely by a lack of access to college. College graduates are more likely to be employed, vote, take part in the political process and engage in their communities through civic service. The economic health and social viability of a democratic society is determined by the education of its citizens. One way to increase the number of students who seek education beyond high school is to ensure students apply to college in a timely and supported manner.

<INSERT SCHOOL> is taking part in a successful national initiative through its partnership with the American College Application Campaign, OK GEAR UP and the Oklahoma College Assistance Program (OCAP). **<INSERT SCHOOL>** will participate in College App Week with many other high schools across the state this fall. The goal is for all seniors to have an opportunity to receive hands-on assistance as they complete their college applications. For many students, particularly those who do not have an immediate family member who attended college, applying to college can be overwhelming.

Having someone to encourage and help them navigate the college application process can open the door for students to pursue a postsecondary education.

<INSERT SCHOOL> is hosting our event on **<INSERT DATE>**, at **<INSERT TIME>**. We would like to ask for your support. Please consider volunteering to assist students with their applications on the day of the event (see attached for a list of volunteer responsibilities).
College App Week is part of a national initiative sponsored by the Kresge Foundation, the Lumina Foundation, and The Bill and Melinda Gates Foundation for the American Council on Education. On the state level, the project is endorsed by the State Secretary of Education's office, Regents' Chancellor, the Oklahoma State Department of Education and the Oklahoma State Chamber. Additionally, many local businesses and partners throughout the state are assisting with this event.
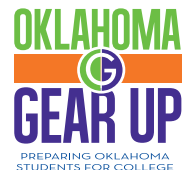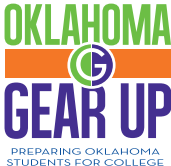
We hope you will consider supporting our College App Week efforts. Together, we can make the **<INSERT TOWN>** community more of a college-bound population by providing services that help our students reach their dream of a college education.

Please contact me at **<INSERT PHONE>** or **<INSERT EMAIL>** for more information.

Sincerely,

<INSERT SCHOOL OFFICIAL'S NAME>
**<INSERT TITLE>**

Dear Parent:

Very soon, your high school senior will have the opportunity to participate in a college application day at **<INSERT ORG>**. Our school is joining many others across the state in a successful national initiative, College App Week. Through our partnership with the American College Application Campaign, OK GEAR UP and the Oklahoma College Assistance Program (OCAP), every senior in our school will have the opportunity to receive hands-on, encouraging assistance from knowledgeable volunteers in submitting their online college applications.

For many students, particularly those who do not have an immediate family member who attended college, applying to college can be overwhelming. Having someone to encourage and help them navigate the college application process can open the door for students to pursue a postsecondary education.

Maybe you're thinking, "My student isn't planning to attend college, so why participate?" College graduates are more likely to be employed and enjoy good health and safety throughout their lives. One way to increase the number of students who seek education beyond high school is to ensure students apply to college in a timely and supported manner. Even students that are undecided on their college plans are generally more likely to attend college if they simply submit an application.

Your senior should receive a student packet with information on how to prepare for this special day. They will need to collect some basic information from you and prepare in advance as much as possible. They will also need to create a free online student account at OKcollegestart.org. Many of the preparations will take place at school.

Please visit with your student about this opportunity, review the student packet and discuss college options together. Even if you are worried about how to pay for college, consider letting your student apply and pursue financial aid. College opens doors for more opportunities for the future.
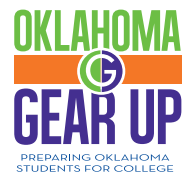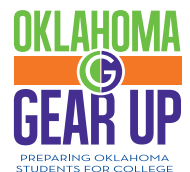
Our college app day will be **<INSERT DATE>**. We hope you will consider supporting our College App Week efforts. Together, we can make the students in our community more successful by providing services that help our students reach their dream of a college education. Please contact me at **<INSERT PHONE>** or by email at **<INSERT EMAIL>** for more information.

Sincerely,

<INSERT HIGH SCHOOL COUNSELOR'S NAME>

College is within reach — within me.

College Bound!