



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:
 - Their assigned locations
 - The location of restrooms
 - Break times
 - Lunch time
 - 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.

- They should protect their biographical and payment information carefully while they are completing their applications, and this sensitive information needs to be destroyed when they're finished.

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, 2019					
Student Name	# Apps Completed	College Name(s)	App Completed?		Follow Up Needed?
			YES	NO	

Full Sign-In Sheet Available at <http://www.ocap.org/CAW/coordinators.html>

