



SITE COORDINATOR MANUAL

College Application Month (CAM)

Part 2: During and After Your Event

2020 Edition

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All documents referenced in this manual are available on the website.

<https://www.nevada.edu/CAM>

Scroll down and click on the “Educators” button to access the resources.

Preparing and Implementing a College Application Event

Nevada participates in the American College Application Campaign (ACAC). ACAC has provided these manuals which have been customized by Nevada's College Application Month State Coordinator. There are a variety of activities that high school site coordinators can do prior to, during, and after the school's College Application event to ensure it is successful and meaningful for participating students. These activities are outlined in two Site Coordinator Manuals and samples are included in corresponding sections of each manual. Additionally, there is a **site coordinator checklist** to assist you with tracking the implementation of each activity. All materials are available at <https://www.nevada.edu/CAM>. Click on the "Educators" button to access the resources.

Site Coordinator Manual Part 1: Pre-Event Planning and Student Preparation

There are several activities that schools participating in the College Application Campaign program can do prior to the event in order to prepare students and to generate enthusiasm and support. Part 1: Pre-Event Planning and Student Preparation Site Coordinator Manual focuses on pre-event activities that high school site coordinators can utilize as they plan for the program and make sure students have the information, they need to complete applications.

- Planning Committee Audit and Agenda
- College Research Worksheet
- College Application Worksheet
- Application Fee Waivers
- "Ask Me!" About It Signs
- Information Letters
- Phone Blasts
- Sample Newsletter Article
- Social Media Engagement
- Website Content Recommendations
- Sample Press Releases and Media Advisory
- Volunteer Outreach Resources
- Other Pre-Event Activities
- ACAC Brand Standards



Site Coordinator Manual Part 2: During and After 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!

- Ask Me! Button, Badges, Stickers
- Student Instructions for Day of Event
- College Application Sign-Out Sheet/Student Sign Out/Data Collection Form
- "I APPLIED" stickers for participating students (the State Coordinator will provide these if available)
- Reminders and Recognition
- Next Steps Handout
- Reminders for FAFSA Completion Event
- Social Media Engagement

In Nevada, if an NSHE college representative is hosting the application event for you, they will manage and submit the sign-in sheets. For events you host on your own or for other out-of-state college representatives, for the data collection process we will be using a sign-in sheet (see Appendix C) to compile the necessary information that we need to submit to the national ACAC. This form is included in Manual Part 2 and available on the website. This form can be used by both high school coordinators and/or college representatives. Please use these sign-in sheets to collect the necessary data. There are a few questions included that may help you with follow up. Please follow your school district's policies regarding sharing this information. If the student information can be uploaded, we have a dedicated, secure Drop Box for the upload. Simply scan and save the sheets to your computer and then upload via the link on the website. We will do the compiling for you! If however your district does not allow the information to be uploaded, you will need to compile the following and email the results to gotocollegenevada@nshe.nevada.edu :

1. How many seniors participated in the college application event
2. How many college applications were submitted during the application event.

Preparing and Implementing a College Application Event (continued)

Once your event(s) are complete there is some follow up to do.

First of all, congratulations! You have successfully implemented a College Application Campaign program for your students and started them on the pathway to enrolling in college next fall!

The following templates and suggestions are also provided to assist you with post-event activities.

- Scan and upload the sign-in sheets. Instructions are included in this manual and on the website.
- Volunteer Thank You Letters
- Post-Event Press Releases
- Understanding Financial Aid Award Letters
- FAFSA Completion Campaign
- College Decision Day Information (optional – to be held in the spring)



During Your College Application Event – Resource Overview

Samples of the following materials are included in this manual. Common uses for each are detailed below. Many of the provided resources included were adapted from ACAC state campaign participants. ACAC appreciates the willingness of the states to share with the campaign network. The materials have been updated by your College Application State Coordinator to reflect your state's implementation.

Ask Me! Buttons, Badges, and Stickers (see Appendix A)

These are an easy and low-cost way for volunteers and school staff to identify themselves as a resource to students during your College Application event. If budget allows, create buttons or nametag badges that can be reused for future College Application programs. Otherwise, print these out on stickers or labels for the day of your event.

Student Instructions on Day of Event (see Appendix B)

This handout details the step-by-step process students will need to complete during the day of your event including where to log-in to apply to college online, how to register for an FSA ID, and a reminder of the handouts available after the event. A critical component to a student completing the college admissions and financial aid application processes is submitting a complete FAFSA. The first step in completing the FAFSA is registering for an FSA ID. *We encourage all participating schools to make FSA ID registration a part of their College Application event.* All students participating in your school's College Application event should register for their FSA ID either before the event or immediately following the submission of their college application(s) before they leave the event.

College Application Sign-In Sheet/Data Collection (see Appendix C)

Crucial to your ability to submit required data and know who participated in the program, where they applied to college, and with whom you will need to follow-up after the initiative, please use a sign-in sheet to keep track of individual student's information. The same form should be used whether the high school site coordinator or a college representative is holding the application session. Assign the task of having students sign in to one of your volunteers!

Reminders and Recognition (see Appendix D)

Reminder Cards and Stickers – Two templates of reminders (a sticker and card) are provided in this manual. Use these the week of your event to ensure students remember.

What's Next Hand-out (see Appendix E)

The What's Next handout should be distributed to students **after** they complete their applications during your College Application event. The handout includes a helpful list of reminders and next steps that students will need to do in order to complete the college application and financial application process.

Reminders for FAFSA Completion Event (see Appendix F)

If you are holding a FAFSA Completion event, this manual includes a reminder for your FAFSA completion event that your students should receive after submitting their college application(s). You can assign the distribution of this reminder flyer to one of your volunteers!

Social Media Copy (see Appendix G)

Suggested social media postings including hashtags and entities to tag!



#IAPPLIED Stickers

Recognition Stickers - Similar to the "I Voted!" sticker we receive on Election Day, these stickers are a way for students to proudly display their accomplishment – they applied to college! **If you have notified Go To College Nevada about your school's participation, the Nevada System of Higher Education will provide these stickers (if available) to be given to students that participate in the CAM events.**

Student Instructions on Day of the Event

By the time the day of the application event, student should have completed all of the necessary preparation.

- They have researched the institutions that are the best fit and match for their educational goals and personal preferences. They may have used the College Research Worksheet that was mentioned in Part 1: Pre-Event Planning and Student Preparation Manual and posted on the website.
- They have selected their Safety, Match, and Reach schools.
- They have compiled all of the information needed to complete the application(s). They may have used the College Application Worksheet that was mentioned in Part 1: Pre-Event Planning and Student Preparation Manual and posted on the website.
- They have set-up accounts with the college's online portal, if applicable. They may also have completed the Common Application. Currently UNLV is the only NSHE institution that is accepting the Common App.
- They and their parents have set up their FSA IDs.
- If after October 1st, they have completed their FAFSA.
- They have written and proofed their application essays.
- They have requested letters of recommendations, if applicable.
- They know how to send their high school transcripts.
- They know how to order additional ACT or SAT scores if they did not initially send these reports to the schools to which they want to apply.
- They have made appropriate arrangements to pay for the application fees or sought assistance with fee waivers.
- They know where to get their immunization records, if applicable.
- They have received a copy of the Student Instructions on Day of Event (see Appendix B).

In addition, they will need:

- To know the location and times of the event(s).
- Have a hall pass, if applicable.



Data Collection/Submission

The data we need to collect and compile for the state is the following:

1. Number of seniors that participated in your college application events
2. Number of college applications that were submitted during your events.

This information is then submitted to the national organization and posted on their website. For 2019, we reported the following:

85 High Schools participated in the event

3,754 seniors participated in a college application event

3,441 college applications were completed during a college application event

Thank you for your participation and help making this a successful effort.

This year we have only one sign-in sheet for either high school site coordinators or college representatives to use to collect the needed information (See Appendix C). This form is available on the website so you may print copies. If you already have a form that you use, it is fine to continue using it as long as the same information is collected.

Submitting Your Event Results

Depending on your school district's policies regarding FERPA/student information, the required data can be submitted in the following ways:

If an NSHE college representative hosts the application event for you, they will take care of providing the results to the NSHE office. If you hold events on your own or an out-of-state college representative host one, then the sign in sheets need to be used. If allowed, when the event is over the high school coordinator should scan the sign-in sheets and save them on their computer. Then the sheets can be uploaded to the State Coordinator via a dedicated, private, and secure Drop Box. For instructions on uploading the documents, see "Uploading the Sign-in Sheets" on the next page. Using this method, you will not have to compile your results, the State Coordinator's office will do that for you!!

If policy or permissions do not allow you to upload the sign-in sheets, high school coordinators will have to compile the information and then email the final results/counts for their school to gotocollegenevada@nshe.nevada.edu. Please send the results no later than **December 4, 2020**. There is a spreadsheet on the website to help with this if needed but it is not required to use the spreadsheet. You are welcome to create your own as well..

If you have a mixture of students on the sign-in sheets, some you can send, some you cannot, you can black out the individual students and send in the rest of them. Please keep a running count of those crossed off the list and email the additional numbers to the email listed above.



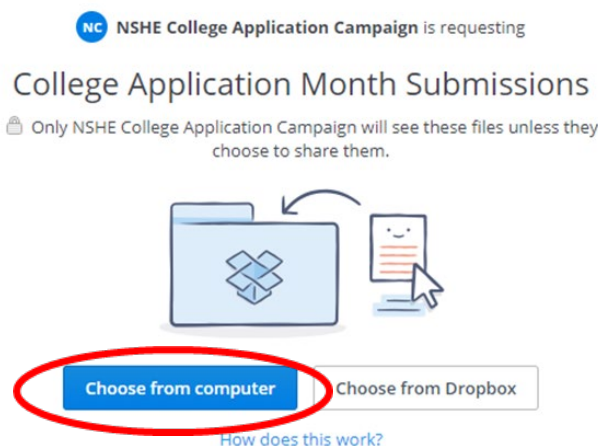
Uploading the Sign-in Sheets

When the event is over if you or an out-of-state college rep was hosting, you will be uploading the sign-in sheets. The high school coordinator needs to scan and save the sign-in sheets to their computer and then upload the scanned documents to the State Coordinator using the link listed below. The state coordinators office will compile the information for you. If hosted by an NSHE college representative, they will upload the sheets. If you will be holding more than one event, please submit the sign-in forms after each event is completed. This will help us to be more efficient with the compilation process.

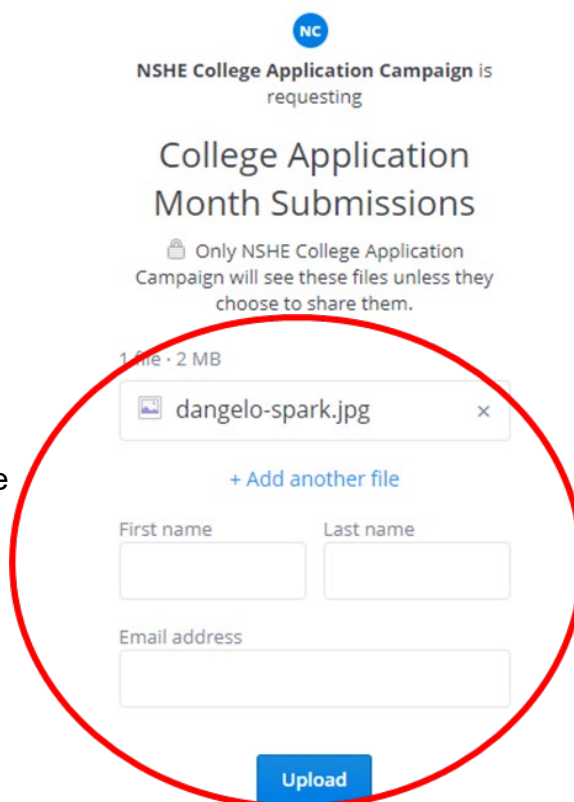
Instructions:

We are collecting the sign-in sheets by using Drop Box. This is a separate account only for these sign-in sheets. The file is private and secure. Anyone with the link can upload but will not be able to see what others have uploaded. When you click on the link below you will be taken to the College Application Month Submissions folder.

Here is the link to the folder: <https://www.dropbox.com/request/fhthg3XVxoltrb1jBx9V?oref=e>



Once you have selected “Choose from computer” the system will open one of your drives. Navigate to and select the scanned files you want to upload. Once selected, the system will show you the file to be uploaded. You can add additional files at this time. If you have selected all the files, fill out your name and email address and click on “Upload”.



Submitting Your Data - continued

After clicking “upload”, you will see an upload progression screen and then confirmation that the upload was completed. Note, you do NOT have to create a Drop Box account.



Thanks! You're all done.

NSHE College Application Campaign will be notified of
your submission.

[Submit more files](#)

Sometimes security set up may prevent you from uploading or if for some reason you are not able to complete this process, you may mail the sign-in sheets to Go to College Nevada at:

Nevada System of Higher Education
Attn: Go to College Nevada
2601 Enterprise Road
Reno, NV 89512

Please do not email them directly as this is not a secure method of delivery

Volunteers

You have recruited them, completed background checks, and trained them. Now is the time to put your volunteers to good use. There are many ways volunteers can assist in your events.

Below are some suggested tasks:

- Greet students
- Monitor Sign-in desk and make sure students complete the sign in form
- Help direct students to proper computers
- Help with login to college portals
- Make sure students register for the FSA ID
- Answer basic questions
- Share their college experiences
- Hand out “#IAPPLIED” stickers (if available)
- Hand out “What’s Next” information sheets
- Encourage social media posting #IAPPLIED!
- Congratulate students on a job well done!

Remember to have volunteers sign-in as well. Be sure to collect their contact information so you can send a thank you note and invite them to your event next year!



FAFSA Completion and Reliable Resources

A couple of years ago, the FAFSA release date was moved up to October 1st for the following academic year. That means that students can complete their college applications and their FAFSAs at the same time. It is recommended that FAFSA information nights and FAFSA completion events run concurrently or within the same approximate timeframe. Students will need to complete their FAFSAs to meet priority scholarship deadlines and some of those are as early as **December 1st**.

There is a lot of information posted on the internet about financial aid. Some of it can be misleading and sometimes it is out-of-date or completely wrong. Teachers and counselors are one of the primary sources for information on which students rely. So it is important that you are only sharing accurate and up-to-date information. The following sources are recommended. They are the best resources available. When applicable, if there are trainings available that high school site coordinators can attend, that information will be shared.

<https://studentaid.ed.gov/sa/>

www.fafsa.gov

<https://financialaidtoolkit.ed.gov/tk/>

NOTE: If you are from a high school in Clark County, the larger Apply Nevada! events include a lab for FAFSA completion. Students and their parents will be able to sit and complete their FAFSA together. There will be staff on hand to assist should they have questions.



FAFSA Awareness Campaign



Nearly all students would receive money for college if they applied for it, yet only [44 percent](#) of high school seniors do so before graduation. The National College Attainment Network's (NCAN) "[Form Your Future](#)" campaign urges young people -- particularly low-income, minority students who would be the first in their family to attend college -- to claim what is theirs and achieve their educational dreams by filling out the Free Application for Federal Student Aid (FAFSA). The campaign partners with celebrities and [social media](#) influencers with the goal of engaging students and reaching them on channels where they are most active. The [campaign website](#) also provides helpful free resources to volunteers and educators who want to provide one-on-one assistance on completing the FAFSA to students and their families, as well as ideas on how to spread the word and get others involved in the effort to encourage millions of students nationwide to apply for financial aid.

An outreach toolkit is available for download and includes sample social media content, morning announcement scripts, live radio reads, and promotional flyers.

www.FormYourFuture.org



Social Media

Social media is a great way to spread the news on your event and generate excitement throughout your school and community. You will undoubtedly be very busy on the day(s) of your planned event. Ask the school's social media person, students, colleagues, and volunteers to post as well. Be sure to include #IAPPLIED, or #ApplyNevada or #ApplyNSHE and tag @gotocollegenv and @American_CAC. There are sample social media posts provided in this manual (see Appendix H).

Suggested Content

Reminders for students and volunteers

Family information

Celebratory items

- List of colleges seniors have applied to
- Photos of students wearing college shirts or "I APPLIED" stickers.
- Photo slideshow



After Your College Application Event – Resource Overview

It is important to ensure that students complete their college applications by submitting other required materials institutions may require such as high school transcripts, college entrance exam scores, recommendation letters, etc. In addition, students should be encouraged to submit additional applications after the event if they did not have time to complete as many as they wanted to during the event.

Post-event activities are included below. Samples of the following materials are included in this manual; editable versions are included in the “2020 Templates” document available on the website. Common uses for each are detailed below. Many of the provided resources included were adapted from ACAC state campaign participants. ACAC appreciates the willingness of the states to share with the campaign network. The materials have been updated by your College Application State Coordinator to reflect your state’s implementation.

Volunteer Thank you Letters (See Appendix H) - It is important to recognize the time, energy, and effort that volunteers contributed to your school’s College Application event. A template thank you letter has been provided. Feel free to print this on school letterhead and mail. If you would like to send by email, that is a great way to show your appreciation as well.

Post-Event Press Release (See Appendix I) - You notified your community that the event was coming up – now make sure you communicate about the success of your program! Use this template to update your local media about the impact of your program.

Form Your Future - The National College Attainment Network’s (NCAN) “Form Your Future” campaign urges young people – particularly low-income, minority students who would be the first in their family to attend college – to claim what is theirs and achieve their educational dreams by filling out the Free Application for Federal Student Aid (FAFSA).

Understanding Financial Aid Award Letters (See Appendix J) - Provide this handout to students and/or host information sessions as financial aid award letters begin to arrive. These guidelines to understanding financial aid award letters are pulled directly from the Federal Student Aid office at the U.S. Department of Education (<http://studentaid.ed.gov/>).

College Decision Day - Former First Lady Michelle Obama’s Reach Higher team encourages all high schools to host a College Decision Day. Intended to recognize the important academic achievements of students and their decision regarding where they will enroll in college, College Decision Days celebrate this important milestone. Use these suggestions and watch a video of one high school’s approach to help plan and host your own College Decision Day!

Data Submission - Please be sure to follow your school district’s rules regarding FERPA and student information. If you are able to upload the sign-in sheets, the state coordinator will compile information from the sheets. In this case, all we need you to do is scan and save the sheets to your computer and then upload them via the Drop Box link provided earlier in this manual (see Page 7). Please upload all of your sign-in sheets as soon as possible after the completion of your event(s), but no later than **Friday, December 4, 2020**. If you are not able to upload the sheets for any reason, you can compile the numbers and send the results to: gotocollegenevada@nshe.nevada.edu. See Follow-Up/Data Submission on the next page.

Follow-Up/Data Submission

In this case, all we need you to do is scan and save the sheets to your computer and then upload them via the Drop Box link provided earlier in this manual (see Page 7). Please upload all of your sign-in sheets as soon as possible after the completion of your event(s), but no later than **Friday, December 4, 2020**. Depending on the school district's policy, you may be able to send some student information but not every student. In this case, it is fine to black out those students on the sign-in sheets before you upload them but please keep a separate running total so we can still count them and the applications they submitted

If school district policy does not allow upload of the sign-in sheets, the information will need to be compiled at the high school. Please sort through the sign-in sheets and compile the required information. There is a spreadsheet available on the website to help you do this step (using the spreadsheet is optional). We only need to know two things:

1. How many students participated in your college application events, and
2. How many college applications were submitted during your events.

You can email your results to the State Coordinator at gotocollegenevada@nshe.nevada.edu.

Note: if you are trying to upload the sign-in sheets but for some reason are not able to do so, you can also mail them to the address below. If mailed, the NSHE office will compile the results:

Nevada System of Higher Education
Attn: Go to College Nevada
2601 Enterprise Road
Reno, NV 89512

Other Follow-Up

As noted on the timeline and checklist provided by your ACAC state coordinator (available on the website: <https://www.nevada.edu/CAM> . Click on the "Educators" button to access the resources.), it is important that your school team meet after the College Application program to discuss what worked and identify areas for improvement. This time can also be used to share the results of your program. Use the student sign-in sheet to understand the number of students who applied to college and the number of applications that were submitted. During this debrief meeting, the school team should identify a plan to follow-up with participating students to ensure they complete the application process (by submitting transcripts, test scores, etc.) and that they submit a completed FAFSA.

Thank you for all of your efforts in making College Application Month a success and for assisting so many of Nevada's students.



College Decision Day Information



Former First Lady Michelle Obama and the Reach Higher team are encouraging all high schools to host College Signing Days. Similar to athletic signing days, during which high school seniors sign a letter-of-intent regarding the college they plan to attend, College Signing Days are an opportunity to recognize the important academic accomplishments of your graduating senior class. In Nevada, we call this event College Decision Days. We also celebrate student's deciding to go to a trade school, apprenticeship, or the military. There are no reporting requirements. More information is available on the website:

<https://Nevada.edu/CollegeDecisionDay> .

Reach Higher and Better Make Room offer a free downloadable College Signing Day toolkit to assist you in planning your event. Nationally, College Signing Day is celebrated during the first week of May, but events dates range between April and May. Most colleges require that students sign enrollment commitment letters by May 1. Visit www.bettermakeroom.org.

Here are some suggestions for hosting your own College Signing Day to celebrate the important milestone of your students deciding where they will attend college in the fall. Pick one approach, create your own, or incorporate all of them into your celebration! The key to a College Signing Day is to have fun and celebrate!

Host a College Signing Day pep rally or student assembly. Have each senior come to the microphone and announce the college they plan to attend. Invite parents/guardians and high school underclassmen to attend the event to cheer each student's decision. Invite a speaker such as a college admissions representative, community member, high school principal, or district superintendent to open the event.

Create a College Signing Day bulletin board. Have students write their name and the college they are going to attend and post it on a bulletin board. Let your creativity flow in how the information is presented! Some ideas include: create a tree with branches and have student announcements on leaves; put a map of your state on the bulletin board and student announcements in the city/town they are attending college (have space for out-of-state students too!); have announcements written on graduation cap cutouts.

Print it in the school and/or local newspaper. Print college enrollment plans in your school newspaper, school newsletter, and/or the local newspaper. Some local newspapers may be willing to "donate" the page – so be sure to ask!

Have a College Signing t-shirt Day. On your College Signing Day event, ask students to wear a t-shirt of the school they will attend. Or, they can dress up in their school's colors. Encourage school staff to wear the t-shirts or colors of their alma mater too!

Hand out nails with ribbons. Encourage students and parents to hang the nail on the wall where the college diploma will eventually be displayed.

ACAC Brand Standards



The more unified the individual state campaigns and host site events appear, the more recognizable our efforts will be nationally. Though many states have created their own logos and websites to fit the needs of your state, we encourage host sites to utilize the ACAC name and logo as much as possible. Please keep this in mind as you utilize the available templates.

If your state already has a college access campaign marketing or branding strategy, be sure to follow their brand standards and guidelines.

National ACAC Color Palette

ACAC Red

RGB: 227 28 35

CMYK: 5 100 100 1

HEX#: e31c23

ACAC Blue

RGB: 0 46 98

CMYK: 100 89 34 25

HEX#: 002e62

Recommended font: Avenir Next LT Pro and New Times Roman for designed materials. Work Sans is used throughout the website.

You may use the ACAC logo in your paperwork/promotions.

Appendices

- A. Ask Me! Buttons, Badges, and Stickers
- B. Student Instructions on Day of Event
- C. College Application Event Sign In/Data Collection Sheet
- D. Reminders and Recognition Handouts
- E. What's Next Handout
- F. FAFSA Completion Event Reminders
- G. Sample Social Media Copy
- H. Volunteer Thank You Letter
- I. Post-Event Press Release
- J. Understanding Financial Aid Award Letters

Appendix A

Ask Me! Buttons, Badges, and Stickers (available in the 2020 Templates document)



ASK ME!
**About Applying
to College!!**

Appendix B

Student Instructions on Day of Event (available as a separate document on the website)



Congratulations! You are taking the first step necessary for going to college – applying!

This program is designed to assist you with this process. Be aware, there are several things you will need to do after today to complete the college application process. As part of this event, you will have an opportunity to begin the process of submitting a Free Application for Federal Student Aid (FAFSA) which will help you determine the financial aid you are eligible to receive.

10 STEPS TO APPLYING:

STEP 1:

If you are applying online, head to the appropriate website for the college(s) to which you are prepared to apply. This could be a website with multiple college applications or the specific website of the college(s) to which you are applying. Check with your school counselor or a volunteer if you are unsure. If you are not applying to college online, get a hard copy of the admissions application from your school counselor.

STEP 2:

If you think you qualify for an application fee waiver – talk to your school counselor.

STEP 3:

Complete the application(s) to the colleges and universities to which you want to apply.

STEP 4:

Make note of any additional items you need to submit with your application (essay, transcripts, ACT or SAT scores, recommendation letters).

STEP 5:

Print out a copy of your confirmation page if you applied online. If you are applying through a paper application, talk to your school counselor about how to make a copy of your application. Keep the confirmation page or a copy of the application for your records!



www.equityinlearning.act.org/acac

Appendix B - continued

Student Instructions on Day of Event (continued)



10 STEPS TO APPLYING:

STEP 6:

Register for your FSA ID – you will need this to complete your Free Application for Federal Student Aid (FAFSA) after your college applications are submitted. Many grants, loans, and scholarships will require that you submit a FAFSA so this is a very important step. Go here to register for your FSA ID:

<https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid>

You will need your Social Security Number (SSN), your mailing address, and an email address to complete the process. REMEMBER YOUR FSA ID! Write it down and take a picture of it on your phone, if that will help you remember it and keep it in a safe place!

STEP 7:

After you submit your college application and register for your FSA ID you will likely need to either complete an online survey and/or a sign-out sheet. For these you'll need to list the number or names of colleges to which you applied and indicate whether you created an FSA ID.

STEP 8:

Be sure to get the handouts provided by your school after you sign-out!

STEP 9:

Follow-up! Make sure you submit any additional information the colleges you applied to require. This could include recommendation letters, test scores, and high school transcripts. Also, the next important step in the process is completing your FAFSA. You already have your FSA ID, make sure you submit your FAFSA early – it is available October 1st!

STEP 10:

Encourage your friends to apply to college too! Share your experience on social media using #IApplied!

Congratulations! You are on your way!



www.equityinlearning.act.org/acac

Appendix C



COLLEGE APPLICATION EVENT SIGN-IN SHEET

HS/COLLEGE REF:	Last Name	Student ID#	What schools will you be applying to today? Check all that apply.	Do you have an FSA ID?	Have you completed your FAFSA?
			<input type="checkbox"/> UNLV <input type="checkbox"/> UNR <input type="checkbox"/> NSC <input type="checkbox"/> CSN <input type="checkbox"/> GBC <input type="checkbox"/> TMCC <input type="checkbox"/> WNC <input type="checkbox"/> Other: _____	Y N	Y N
			<input type="checkbox"/> UNLV <input type="checkbox"/> UNR <input type="checkbox"/> NSC <input type="checkbox"/> CSN <input type="checkbox"/> GBC <input type="checkbox"/> TMCC <input type="checkbox"/> WNC <input type="checkbox"/> Other: _____	Y N	Y N
			<input type="checkbox"/> UNLV <input type="checkbox"/> UNR <input type="checkbox"/> NSC <input type="checkbox"/> CSN <input type="checkbox"/> GBC <input type="checkbox"/> TMCC <input type="checkbox"/> WNC <input type="checkbox"/> Other: _____	Y N	Y N
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Appendix D

Reminders and Recognition

APPLY YOURSELF!



Nevada's College Application Month
[High School Name]
[Dates of ACAC Program]

GO →
TO COLLEGE
NEVADA

ACAC
American College Application Campaign
ACT Center for
Equity in Learning

Nevada's College Application Month
Reminder

for ALL SENIORS

on (DATES) at (TIMES)

in (LOCATION)

(Site Coordinator's Name), (Site Coordinator's Title)
222-333-4444

Appendix E

What's Next Handout (available as a separate document on the website)

I'VE APPLIED... WHAT'S NEXT?

CONGRATULATIONS!

You have taken the very important first step to going to college – you've applied! During the program, you also should have applied for and received your FSA ID. If you haven't, speak with your school counselor about completing this important step in the college-going process. Here are some tips and reminders of tasks that you need to complete over the next several months. If you have questions, contact your school counselor.

YOUR NEXT STEPS:

PAYING YOUR APPLICATION FEE

When you submit your application, you may be required to pay an application fee. If so, you can pay your application fee the following ways:

1. You can pay via credit or debit card online. Some colleges require a credit card to apply online. If you chose this option, you will need the following information: credit card type (Visa, MasterCard, etc.), credit card number, security code, name on credit card, and expiration date.
2. You can submit your application online and pay via check in the mail. You will likely need to include a copy of your confirmation page with your check.
3. You can choose the fee waiver option on most applications if you qualify. Check with your school counselor about this option. You will likely need to include a copy of your confirmation page with the fee waiver. **DO NOT CHOOSE FEE WAIVER OPTION IF YOU DO NOT QUALIFY.** Ask your school counselor for more information.
4. You can save your application, print it, and mail it in with your payment or fee waiver.

FOLLOW UP WITH TRANSCRIPTS, TEST SCORES, RECOMMENDATION LETTERS AND ESSAYS

Many admissions offices require students to submit additional information in order to complete the application process such as ACT or SAT scores and recommendation letters. It is important to find out what other information is required and send it to the campus ASAP! The sooner you submit all the necessary forms, the sooner you will receive a response from the admissions office.



www.equityinaction.act.org/acac

Appendix E - continued

I'VE APPLIED... WHAT'S NEXT?

YOUR NEXT STEPS:

DON'T FORGET YOUR CONFIRMATION PAGE

If you applied online, do not leave the computer lab without a hardcopy printout of your confirmation page! Also, some schools require this page to be signed and mailed to the admissions office to complete the application process. Whether the school requires this form or not, you still need a printed copy for your records. Either way, make sure you put this confirmation page in a safe place. If you are applying by hard copy, be sure to make a copy of your application for your records.

SCHOOLS SHOULD CONTACT YOU!

Once you have submitted your online application, campuses should be in touch with you via email or letter to confirm your application was received and any potential next steps. Make sure to check your email! If you have not been contacted by the school within two weeks of your submission, get in touch with the school's admissions office to inquire about your application status. Admissions decisions can take anywhere from a few days to a few weeks. Average turnaround time is about four to six weeks.

NOW THAT I APPLIED TO COLLEGE, WHERE CAN I LEARN MORE ABOUT PAYING FOR COLLEGE?

- Talk to your counselor about state resources for financial aid. In addition, the U.S. Department of Education has resources to help you understand the types of financial aid, whether you qualify for aid, and how to apply for aid: <http://studentaid.ed.gov/>
- Speak with your family and school counselor about your financial aid options.
- Ask your counselor or volunteers about upcoming FAFSA completion events and mark the event(s) in your calendar.
- If you haven't already, apply for your FSA ID so you can begin the FAFSA completion process.
- Once you have your FSA ID, complete and submit the FAFSA as early as possible. The sooner you submit the form, the better chance you have of getting an affordable financial aid package.



www.equityinaction.act.org/acac

Appendix F

FAFSA Completion Event Reminders (available in the 2020 Templates document)

Assistance with Your Free Application for Federal Student Aid (FAFSA)

Date: [FAFSA Completion Event Date]

Time: [FAFSA Completion Event Time]

Location: (Nearest location)

Contact Info

Host: [FAFSA Completion Event Group or Organization]

Contact Phone Number: [Phone Number for FAFSA Completion Event]

Contact Email: [Email for FAFSA Completion Event]

What to Bring

The following items are what you should bring to the event.

Your FSA ID, if you have been assigned one. You should have registered for your FSA ID during Nevada's College Application Month. If you do not already have an FSA ID or if you have forgotten your FSA ID and need to retrieve it, you can go here:

<https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid>. **Be sure to do this prior to the event!**

If you have previously completed a FAFSA Worksheet, please bring it with you.

Your Social Security Number (SSN).

Your driver's license (if any).

Your parents' 2019 W-2 forms (if you are a dependent student). If you earned income in 2019, you should also bring your 2019 W-2 forms.

You and your parents' 2019 untaxed income records (e.g., Veteran's non-education benefit records, child support received, worker's compensation).

You and your parents' current bank statements or checking and savings account balances.

You and your parents' current business and investment mortgage information, business and farm records, stock, bond and other investment records.

Your resident alien registration or permanent resident card (if you are not a U.S. citizen).

For more information, visit the Go To College Nevada website here:

<https://gotocollege.nevada.edu>

Appendix G

Sample Social Media Copy (available in the 2020 Templates document)

The following are possible social media posts to utilize for your event. Keep in mind students appreciate authentic content and feeling a real connection to organizations. Take the sample copy below and adjust it to fit your event and social media efforts. Adding images or gifs to your posts help grab attention and increase likelihood the post will be shared.

Twitter examples:

October is College Application Month in Nevada. Where will you apply? #IApplied

Good luck, seniors, as you complete your college applications! #IApplied

It's College Application Month! Show us how you're celebrating. #IApplied

College Application Month is next week. Remember to wear your #college colors/gear to school. #IApplied

Tell us where you apply to #college. Tag @American_CAC + @gotocollegenv and use #IApplied

Congrats, [high school name] seniors on completing your #college applications! #IApplied

Facebook examples:

Seniors! October is College Application Month. [High School name] will help seniors complete applications on [date]. Use #IApplied and tell @American_CAC and @gotocollegenv where you apply!

October is College Application Month! Join [high school name] in congratulating our seniors for this big next step. #IApplied

Congratulations [high school name] seniors on your #college applications. #IApplied

Sept 20 is #WhyApply Day. Show seniors you're proud of them and tell them why they should apply to college. @American_CAC and @gotocollegenv .

Today is #WhyApply Day! Don't forget to wear your college gear to celebrate!

@American_CAC and @gotocollegenv .

It's officially your senior year! But the hard work isn't over. Make sure you apply to #college by December 1st to be sure to meet priority scholarship deadlines. Tell us where you're applying to college. #IApplied

Your senior year has begun. It's officially #college application season. What are your college application questions? #WhyApply #IApplied.

Appendix H

Volunteer Thank You Letter (available in the 2020 Templates document)

Dear [VOLUNTEER'S NAME],

On behalf of [NAME OF HIGH SCHOOL], I would like to personally thank you for volunteering your time at our Nevada's College Application Month event. This campaign could not have been a success without your help and the help of many others who volunteered their time.

During Nevada's College Application Month [NUMBER OF SENIORS SUBMITTING COLLEGE APPLICATIONS] seniors submitted over [NUMBER OF COLLEGE APPLICATIONS SUBMITTED] college applications. [Optional→]In addition, [FAFSA COMPLETION PERCENTAGE] of our students filed their FAFSA during the [DATE]. 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 during Nevada's College Application Month! We look forward to seeing you throughout the school year and especially at our event next year.

Sincerely,

[SITE COORDINATOR NAME]

[YOUR TITLE]

[CONTACT INFO]

Appendix I

Post-Event Press Release (available in the 2020 Templates document)

Use the following press release to distribute a few weeks or months after your campaign efforts once data has been compiled. If data will not be available for more than two months, consider modifying the press release to include estimated numbers.

[High School logo]



FOR IMMEDIATE RELEASE

Contact: [Name of Site Coordinator]

[Agency Name and Address]

[Site Coordinator Phone number]

[Site Coordinator Email]

[State ACAC website or high school website]

[Estimated number] of [High School]’s seniors apply to college during Nevada’s College Application Month campaign.

[Date] — More than [number] seniors across Nevada received hands-on assistance applying to college during Nevada’s College Application Month held on [Insert Event Date/Dates]. Roughly [insert number] college applications were submitted by [number] seniors from [your high school name].

[Insert other details specific to your event such as number of volunteers on hand, types of activities schools provided, etc.].

[Insert quotes from state coordinator or another high-profile official].

Additional information about the Nevada’s College Application Month can be found online at <https://www.nevada.edu/CAM> .

For more information: [Insert website link or an email address] or

Contact: [Name of Site Coordinator]

Phone: [Site Coordinator’s phone number]

[Indicate if photos are available upon request]

Appendix J

Understanding Financial Aid Award Letters (available online as a separate document)

The Financial Aid Office at a college or university is responsible for sending information letters regarding financial aid. It is important that you read your award letters carefully to understand the type of aid being offered and how you indicate the aid you would like to accept. The information below is provided by the Federal Student Aid office of the U.S. Department of Education. For additional information on the various types of aid, definitions of common language found in financial aid award letters, a budget calculator to help you estimate the amount of aid you need, and other helpful information regarding paying for college, please visit their website at: <http://studentaid.ed.gov/>.

When you receive an award letter, there may be a variety of aid options available. Be sure to read your letter **carefully** in order to make an informed decision about what aid you will accept. The general rule is: accept free money first (scholarships and grants), then earned money (work-study), and then borrowed money (federal student loans). The following outlines the order in which to accept specific types of aid and some important points to keep in mind.

1. The first type of aid to accept is aid that you do not need to pay back: **Scholarships and Grants**. Make sure you understand the conditions you must meet (for instance, you might have to maintain a certain grade-point average in order to continue receiving a scholarship, or a grant may turn into a loan if you don't follow specific requirements).
2. The second type of aid to accept is aid that you earn: through **work-study**. Keep in mind, you don't have to pay the money back, but you do have to work for it, so take into account that that'll mean less time for studying. However, research has shown that students who work part-time jobs manage their time better than those who don't!
3. The third type of aid to accept is **federal student loans**: You'll have to repay the money with interest. Subsidized loans don't start accruing (accumulating) interest until you leave school, so accept a subsidized loan before an unsubsidized loan.
4. The next type of aid to accept is **loans from your state government or your college**: You'll have to repay the money with interest, and the terms of the loan might not be as good as those of a federal student loan. Be sure to read all the fine print before you borrow.
5. The final type of aid to accept is **private loans**: You'll have to repay the money with interest, and the terms and conditions of the loan almost certainly will not be as good as those of a federal student loan.

<http://studentaid.ed.gov/fafsa/next-steps#how-do-i-decide-what-aid-to-accept>

If accepting a loan, always accept the loan with the most favorable terms and conditions. If you have any questions or don't understand what types of loans are in your award letter, contact the Financial Aid Office at the college. Always ask questions and be an informed borrower. Make sure you understand what you're receiving and the repayment terms.

Appendix J - continued

When it comes to loans, you should only borrow what you need. If your living expenses are not going to be as high as the amount estimated in the award letter, you can turn down the loan or to request a lower loan amount. In the award letter, the college will tell you how to do this. Use the budget calculator available on FSA's website to get an idea of your college expenses.

To tell the college what aid you are accepting, read and follow the directions on your award letter. Pay close attention to deadlines! If you have questions about your award letters, talk with your school counselor, call the Financial Aid Office at your college, and/or visit the FSA website (<http://studentaid.ed.gov/>).