



# Nevada College Decision Day Site Coordinator Manual



This publication was funded by Nevada System of Higher Education. March 2018

# Table of Contents

## **Introduction:**

- Welcome Letter / 3
- About College Decision Day / 4

## **Section I: Project Coordinator Planning**

- Checklist / 5
- Agenda / 7
- College Decision Day Committee and Partner List / 8

## **Section II: Student Resources**

- Senior Checklist / 9
- Steps for Students Who Haven't Enrolled / 10
- Sample Letter to Parents / 11
- Follow Up Letter for Students and Families / 12
- College Decision Day Questionnaire / 14

## **Section III: Creating a College-Going Culture**

- An Overview for Teachers, Staff, and Community Members / 16
- Ask Me! Form / 17
- Ideas for Celebrating College Decision Day With Community Members / 18
- Sample Community Informational Letter / 20
- Volunteer Tasks / 21
- Volunteer Sign-In / 22
- Sample Volunteer Thank You Letter / 23

## **Section IV: Outreach**

- Sample Certificate / 24
- Press Release & Media Tools / 25
- Donation Request / 26
- Follow Up / 27
- Acknowledgement / 28

## Welcome

Dear Site Coordinator,

On behalf of Go To College Nevada, we would like to thank you for your decision to participate in a College Decision Day event. Our main focus is to celebrate seniors who are deciding to further their education by attending a postsecondary institution and encourage the younger generations of students to prepare early for college. This day also includes those students who have decided to enlist in the armed forces. These events are part of a national effort through organizations such as the American College Application Campaign and Better Make Room/Reach Higher.

Nevada's College Decision Day encourages and ensures that students are taking the necessary steps to enroll in the school they choose to attend. The day will consist of high school seniors participating in a celebration of their commitment to attend the institution of their choosing. Students of all grades should be encouraged to attend the event. Ultimately this will create creating a college-going culture throughout your high school, because they see the success and excitement of the graduating seniors. Events can be small or large, whatever you decide.

College Decision Day is held annually between late April and early June. This should be around the time that all seniors have received an answer letter of acceptance from the schools in which they have applied. College Decision Day models after the National College Signing Day for student athletes who announce their commitment to playing on a college team. By modifying the National College Signing Day model, we are giving all students the chance to be recognized for their acceptance into college, the military or a career training program.

To help you prepare for College Decision Day, we are excited to provide the following resources throughout this manual to successfully run your own College Decision Day.

- Site Coordinator Planning
  - Why host College Decision Day?
  - Agenda
- Student Resources
  - Senior checklist- college enrollment steps
- Creating a College-Going Culture
- Outreach
  - Certificates for students and teachers
  - Questionnaire on event feedback

Please also see our website <https://gotocollege.nevada.edu/college-preparation/college-decision-day/> for more information.

We thank you for participating in College Decision Day and choosing to make a difference in your students' lives. We look forward to having College Decision Day as a tradition for all high school students to celebrate the milestone of deciding to attend a postsecondary institution. Your participation is very much appreciated and we hope that you will share your best practices with us to further strengthen this program. If you have any questions or concerns about College Decision Day, please reach out to the State Coordinator, Janet Stake, [jstake@nshe.nevada.edu](mailto:jstake@nshe.nevada.edu).

## ABOUT COLLEGE DECISION DAY

College Decision Day is the last step in the Go To College Nevada college journey initiative. By now, students should have participated in College Application Month and FAFSA Completion or events similar to these. This day is not only a celebration for all students who have been admitted to postsecondary education and those who have decided to enlist in the armed forces, but also to establish and/or reinforce the college-going culture throughout your school. Below you will find several tools that can be used before and after college decision day to host the perfect event and keep the tradition for years to come.

### Why Host College Decision Day?

- To recognize ALL graduating seniors for their postsecondary plans.
- To remind seniors to make a decision about the school they wish to attend before required deadlines.
- To support the decision that they have made.
- To create a college-going culture for other classes.
- To finish the academic school year with success!

### Expectations of Host Sites

- Recognize ALL seniors for their commitment to postsecondary decision whether that be two-year or four year institution, military or trade school.
- Ideally, the celebration should be done in front of the entire student body but if that is not practical, other options are fine. For example, a College Wall where students can write where they will attend. If it is in a common area, the whole school can see it. Other suggestions are assemblies, luncheons, etc.
- If you are holding a large event, you can contact local media, school board officials and politicians in efforts to attend and bring publicity to the event.
- Have fun!



## SECTION I: SITE COORDINATOR PLANNING

### PLANNING CHECKLIST

It is our hope that this checklist will save you time and money when planning for your College Decision Day. It is recommended to go down the list to efficiently plan out your event. As you discuss each bullet point with your planning committee write down a deadline as to when you would like to have that specific task completed, that way you will stay on track and you won't forget anything along the way. Be creative! This event is a celebration and can be planned to the setting which is most fitting to your school.

#### Before the Event

- Set-up a potential College Decision Day committee or team at your school to better prepare and organize the event. Your committee could include counselors, teachers, or students.
  - Within your committee go over the resources that are already available to your school.
  - Evaluate and come up with a budget proposal.
  - Download the materials/toolkits available for free online. Better Make Room has one available at: <http://www.bettermakeroom.org/wp-content/uploads/2018/02/CSD-2018-Toolkit-.pdf>.
- Decide what type of event will best fit your budget and school. This event could be anything from a small gathering to something as big as an assembly.
  - Lunch celebration
  - Assembly
  - Evening event with parents
- Once event type has been decided. Finalize who will participate and what will be given to the students at the event.
  - Set time for event.
  - Book the location in which the event will take place.
  - Decide on the food that will be provided to all guests.
  - Make flyer for event with the above information.
  - Begin advertising event on social media and using the hashtags #ImGoingToCollege, #CollegeDecisionDay and #GoToCollegeNV. Don't forget to tag us on Twitter @GoToCollegeNV and on Facebook @GoToCollegeNevada!
  - Invite school officials, college representatives, administrators, teachers, student body, families and friends.
  - Invite media to cover the event.
- Make a checklist of the materials that students will need to bring to College Decision Day.
  - Provide students with the checklist and questionnaire to be turned in before the day of the event so you know what school students will be attending. Make the certificate for student to receive the day of the celebration.
  - Provide a letter to parents describing the importance of the event and how they can participate.
- Discuss with teachers to find out how they can contribute to College Decision Day.
  - Ask teachers to decorate their room with college logos.
  - Ask teachers to motivate students by saying, "I will go to college" before or after class.
  - Give teachers the option to have a spirit day which allows the teachers and students to show their spirit by wearing college apparel from their alma mater and the school students will attend. Give them an "ASK ME" form to display.

- Ask teachers to remind students to bring their acceptance letters on the day of the event.
- Potential keynote speakers
  - ❑ Brainstorm ideas of how to get someone to be a keynote speaker to make the celebration much more meaningful. The keynote speaker could be a school board trustee or a college representative and should reinforce the importance of creating a college-going culture.

### **After You Have Planned Your Event**

- Distribute flyers for College Decision Day to the student body.
  - ❑ Remind them that although this is for graduating seniors, all students are encouraged to attend.
  - ❑ Remind students to have their parents participate in their celebration.
  - ❑ Confirm with each student what school they will be attending.
- Upload flyer on school's social media
  - ❑ Using the hashtags #ImGoingToCollege, #CollegeDecisionDay, #GoToCollegeNV
  - ❑ Let us help you promote your College Decision Day by publishing it on our website [GoToCollegeNevada.org](http://GoToCollegeNevada.org)
- Confirm all attendees
  - ❑ Teachers, administrators, university or college representatives, and keynote speaker should all be confirmed and prepared for College Decision Day.
  - ❑ Follow up with potential media coverage and their attendance in the event.
- Ensure event supplies are ready
  - ❑ Printed certificates, printed student roster, decorations, and music.
- Make a program for College Decision Day
  - ❑ Include times for introduction, keynote speaker, when food will be served, and when students will be recognized for deciding the school they will attend. Also, include a list of the certificates that will be given.
- Reinforce the college-going culture
  - ❑ Remind teachers, students, and administrators to wear college clothing on event day and to decorate classrooms with college logos.

### **Day of College Decision Day**

- Remember to take pictures during College Decision Day.
  - ❑ Create a hashtag for the event or use #ImGoingToCollege or #CollegeDecisionDay, and ask students to use it when they upload a picture on social media
  - ❑ Upload pictures to school websites.
  - ❑ Send any pictures of students to [GoToCollegeNevada.org](http://GoToCollegeNevada.org) to be uploaded to our page to further create a college-going culture.
- Send thank you notes to all team members, volunteers, guests, etc.
  - ❑ It is important to keep those connections for future college-going events.
  - ❑ Send letters to students and their families thanking them for their participation. Remind them of any tasks they need to complete during the summer before attending college
- Give us your feedback!
  - ❑ We would like to hear about your successful event and how we can work together to make it even better for years to come!



## College Decision Day Agenda

School Name: \_\_\_\_\_

High school Address (Street/City/Zip): \_\_\_\_\_

Project Coordinator Name: \_\_\_\_\_ Title: \_\_\_\_\_

Project Coordinator Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Agenda: Include event date, time, and location. Are there any activities that you plan to do, such as giving out prizes or having speakers present? Also, who can attend the event and who will attend?

Event Date:	
Event Time:	
Event Location:	
Activities provided:	
Estimated number of graduating senior class:	
Number of seniors participating:	

## College Decision Day Committee & Partner List

Potential Partner	Name	Email Address	Phone Number
HS Counselor			
Principal/Assistant Principal			
Teacher			
Admissions Representative from college/university			
Local Business Leader			
Local Chamber of Commerce			
Community-Based college access representative			
Faith-Based community representative			
Non-profit representative			
PTA or Parent representative			

## Section II: Student Resources

### Senior Checklist

Colleges and universities typically ask for a response from students around the month of May. Before having students attend College Decision Day, there are necessary steps students will need to take before committing to the school they will attend for their post-secondary education.

Here are some tips to recommend to students before and after College Decision Days.

- Talk to your family, teachers, counselors, mentors, and college coordinators to help make your decision.
- Finalize your decision by looking for the best fit for your college career.
- Understand the financial cost of all the institutions you have applied to.
- Review your FAFSA award package for the school you wish to attend.
  - Find out how much you will receive for the school year.
  - Check any scholarships that you have received that can help you pay for your tuition.
- Accept your admissions! Pay attention to any deadlines! If the school has an online portal, login and check for communications from the school. You should also check your email for status updates.
- Be sure to decline other offers of admissions from institutions you have decided not to attend.
- Review your enrollment letter. Follow any directions and steps that have been given by the institution to officially enroll.
- Enroll in a university email, this way you can stay in the know of all events and requirements that you will need before your semester starts.
- If you have any family, friends, or mentors that have helped you succeed in school, invite them to attend College Decision Day.

Plan Ahead! It's never too early to be fully prepared for your first semester of college.

- Register for your college orientation
- Request a copy of your final high school transcript be sent to your college.
- After successfully enrolling, check out any summer opportunities that are available to you.
- Don't let the summer bring down your motivation! Stay active! Find clubs or organizations that you can join!
- Sit down with your college advisor and talk about your college goals.
  - Look over the classes you will be required to take.
  - Does your college require a separate acceptance to your desired program of study? If yes, plan ahead by setting goals for you to achieve acceptance into that program.
  - If you are undecided about a major, do a little research about your top choices and try to select or at least narrow down your choices.
- Update your resume with the current school you will be attending to use for future academic or employment endeavors.
- Enjoy your first semester of college! Keep setting goals for yourself as you experience freshman year of college.

## Steps to Take for Students Who Haven't Enrolled in College

College Decision Day is a celebration of all the work that students have put into getting accepted into the college of their choice. As you approach the day of your event remind yourself that not all students have been able to successfully enroll into the college of their choice. Some students will have pending replies from schools that they have applied for admission. Others will find themselves lost as to where they would like to apply and have not yet submitted an application. Below are some scenarios that you may encounter as you get answers from students on admittance letters from colleges and what you can do to implement a college-going culture in your school.

### Scenario #1:

Student has started their application, but has not yet submitted it, making it incomplete.

- Meet with student and discuss their goals for post-secondary education.
- Explore other schools that have a late registration date such as community colleges or a state college.
- Identify what is needed to complete the application for admittance.
- Remind the student that it is not too late to apply, but they must turn in everything in a timely manner to be fully admitted.

### Scenario #2

Student has turned in a complete application, but has not been admitted.

- Meet with student and look at other postsecondary options available to them.
- If the school has an online portal, tell the student to login and check for communications from the school. They should also check their email for status updates.
- Encourage student to follow up with the school by emailing the admissions office.
- Give the student the option to meet with the college representative at College Decision Day to see what they can do to meet the admission requirements of the school.

### Scenario #3

Student is unsure of the school they will choose to attend.

- Encourage students to talk to parents, mentor or teachers about their decision.
- Meet with students to talk about their concerns about fully committing to that school.
- Assist with any help that can motivate the student to decide on what college they will attend.
- Have the student meet with college representative at College Decision Day to help the determine what school they want to attend.



## Sample Letter to the Parent

(Insert school logo)

Dear Parents of a future college student,

On behalf of the administration and staff of (Insert High School Name) we would like to invite you to our College Decision Day. This celebration will take place on (Insert Date), at (Insert time), inside the (Insert location). We would like to start by first congratulating you and your student's effort in successfully completing high school and furthering their education. Now that they have submitted their applications to the colleges of their choice, it is time to make a decision as to where they will attend college.

By now your student should have received a letter of acceptance into the schools for which they have applied. Typically during the month of May, colleges and universities set a deadline to receive a reply from students to accept their admittance into their school. If your student has not already done this, they should follow the instructions provided to accept their admission. We put on this event to not only recognize their decision to accept admission to their college, but to also celebrate their future college success.

In addition, this celebration will further create a college-going culture within our school and community. The students have worked hard throughout the school year to finally get to this step. In the beginning of the school year we helped seniors apply to college during College Application Month and we provided guidance in completing the FAFSA. Now it is time to celebrate their success!

Please join us on this special day by accompanying your student to College Decision Day!

All senior students are expected to attend and encouraged to wear a t-shirt of their college selection. School administrators, teachers, college representatives and the entire student body are invited to join the celebration.

We are very proud of our graduating class of (Insert year) and hope that you will join us in celebrating our students' success in furthering their post-secondary education.

Sincerely,

(Insert school counselor/principal/site coordinator)

(Insert School logo)

## Sample Student and Family Follow-up Letter

Dear Students and Family,

Thank you for your participation in College Decision Day! Your presence and encouragement have set the college-going culture in our school for years to come. Congratulations on making one of the biggest decisions in your college career! As you enter your first semester of college here are some tips you should consider before school starts. We wish you success and hope you are fully prepared for your freshman semester.

- Read over the enrollment directions your school has given you. Most schools will require you to go through a list of steps to secure your enrollment. This will most likely consist of logging into the college's official website to officially declare acceptance. If you need any help or guidance, don't hesitate and reach out to the school admissions office.
- Request your final high school official transcript to be sent to your college. Make sure all other required documents are sent in as well. This could be test scores, essays, immunization records, etc.
- Declare a major! Your college official website will likely ask you to declare your major when you submit your application or upon your acceptance. If you are undecided about the major you want to declare it is okay to declare undecided. As you venture out into your college career your advisor and instructors will help you to decide on the major that best fits your interests.
- Colleges and Universities will often require a monetary deposit to officially enroll into classes or on-campus housing. Often this fee is added to your tuition and fees. Check your student account to verify all fees and due dates. If you need aid to pay your enrollment fee, contact the financial aid office to know when you will be receiving your financial aid. Not all fees are covered by financial aid so you need to be aware of those fees.
- If you have graduated from a Nevada High School and you plan on attending a Nevada System of Higher Education public institution (UNLV, UNR, NSC, CSN, GBC, TMCC, or WNC), make sure to check your residency status. If you are classified as an out-of-state student, you will need to correct this to have out-of-state tuition and fees removed from your account. If your residency status is listed incorrectly, contact the Admissions Office for guidance on how to make the correction.
- Verify that your school has received your FAFSA application. Read over your Student Aid Report (SAR) this will include all the grants, scholarships and loans that you have been awarded. If you have any questions regarding your financial aid do NOT wait until last minute to reach your school's financial aid office. As the beginning of the new semester approaches financial aid offices tend to get an overwhelming amount of students in their offices. To have your issues resolved before the semester starts make sure to reach out to them as soon as possible.
- Accept any grants, scholarships or loans that you have been awarded through your Student Aid Report (SAR). Some grants and scholarships will require you to accept before they are applied towards your overall cost.

- If you are a student who will be living on campus review the housing plan. Find the dorm that best fits your cost and needs. Some colleges will require you to live in a specific dorm facility because you are a first year student. Decide on a meal plan that best fits your cost and preference. Colleges will always have a dining common to provide students with the nutritious meals. Often the meal plan will be something that is also required by the school that you will be attending.

- Review the calendar for orientation days! Decide on the one that will best fit your schedule and sign up for that session. Orientation is an event put on by your school to welcome you to their campus and guide you through a successful first year.

- Schedule an appointment to meet with your advisor. Review the classes that you should take during your first semester of college. Talk about your major and any information regarding to your career. Set goals with your advisor for your college career. If available, use a planner to plan out your program of study. These may be an online tool within your student portal.

- If you have been put into a remedial class. Look over the dates you can take placement tests for the classes that you need.

- Jump start your college career! It's never too early to be involved in organizations on your campus. Explore what your school has to offer over the summer and take advantage of those opportunities.

- Stay motivated through the summer! Don't let the summer heat melt you into not beginning your first semester of college! Here are some tips on what you can decide before your first day of college.

- Talk about your college dreams, plans and fears to your friends, family and people you trust. Turn your plans into goals, your fears into an obstacle you will overcome and your dreams into a reality.
- How will you get to college? Figure out how you will commute from campus to home.
- If you live on campus. Meet-up with your roommate and brainstorm ideas on how you will decorate your room.
- Get a summer job or internship. Stay PRO-ACTIVE!
- Help your family understand the journey on which you are about to embark. College is not just a life change for you, but your family as well.

If you have any questions please contact me (insert school counselor's name), at (insert phone numbers) or email me at (insert email address). Students, we wish for you to have a successful first year of college and parents, we appreciate your support in encouraging your student's path to education and career goals!

Sincerely,

(school counselor/principal/project coordinator)

## Sample College Decision Day Questionnaire

Name: \_\_\_\_\_

Current Cumulative GPA: \_\_\_\_\_ Counselor: \_\_\_\_\_

List all colleges/postsecondary schools you have been accepted to:

Which school have you chosen to attend?

What major will you declare?

List all scholarships you have been awarded, source and the amount:

Scholarship Name	Source	Amount

Have you enlisted in military service? YES or NO

If yes, what branch? \_\_\_\_\_

List all awards, honors or recognition that you have been awarded through your high school career:

List any clubs or organizations you were part of during your high school career:

## Section III: Creating A College Going Culture

### Sample Overview for Teachers, Staff, and Community Members

We are excited to announce that (insert high school name) will be participating in College Decision Day. To ensure that this day is successfully executed we need your assistance and creativity! To make this experience as rewarding to students and families we need your help by promoting and coordinating fun activities for a successful College Decision Day.

#### What is College Decision Day?

College Decision Day takes the same format of the NCAA's National Signing Day where student athletes get to announce the school for which they plan to attend and play a sport. We believe that every student should be celebrated for their admittance into a postsecondary education institution whether that be a community college or university. College Decision Day also celebrates those who have decided to enlist in the armed forces and the respective branch in which they will serve.

The purpose of College Decision Day is not only to celebrate the graduating seniors, but to establish a college going culture throughout our student body. This is why we need your help. Throughout the event, we ask that teachers, administrators and all staff participate in various college going activities.

#### What happens during College Decision Day?

Through the planning of your Site Coordinator, you will be provided a date and time in which College Decision Day will take place. During that day the students will be celebrated for accepting their enrollment into the school of their choice. To make this day much more meaningful and establish a college going culture for years to come, we need your creativity.

#### How can I help?

If you wish to participate in the overall planning of College Decision Day at your school reach out to your Site Coordinator (Insert Name) to help with the event. Your contribution can be guiding the students through the week of College Decision Day. This can be an entire spirit week and celebration of students going to college. We want all students of all grade levels exposed to a college going culture. Take time before the week of College Decision Day to decorate your classroom with your alma mater or institutions of higher education that you may know students are interested in. Print the "Ask me!" form stating the college you attended and post for students to see. Be creative! Wear college apparel and motivate students to do the same. Do a college trivia in your classrooms. Start your lessons with students reciting, "I am going to college". Ultimately excite all students to participate in our College Decision Day event.

# ASK ME!



**I GRADUATED FROM (INSERT COLLEGE/UNIVERSITY)  
ASK ME ABOUT IT!!**

**(INSERT COLLEGE/UNIVERSITY LOGO)**

**(INSERT TEACHER/STAFF MEMBER'S NAME)**

## **Ideas for Celebrating College Decision Day With Community Members**

College Decision Day will look very different for all high schools. Our main goal is celebrate the students and create a college going culture. To do this, plan an event that will be the best fit for students and community members. Always keep in mind that it is important to have staff and teachers on board to participate throughout the week of College Decision Day. Here are some tips on activities and events that you can host leading up to your College Decision Day.

Celebrate your seniors and families by acknowledging their decision to enroll in college.

Create a College Wall: Use a bulletin board in the school to celebrate the letters of enrollment that have been received by your seniors. Have students write the names of the colleges they have received acceptance too on a piece of construction paper along with their name. Post that paper on the wall for the community to see. For students who are not graduating have students write on the paper potential schools they see as colleges they will attend too.

College T-shirt/Sweater Day: An easy and fun way to generate some excitement in your school by hosting college t-shirt or sweatshirt day. Get everyone involved-students, staff, administrators! Plan to host this event during the week of College Decision Day.

Door Decorating Contest: Teachers, administrators and staff can participate in a door decorating contest. In which they will post their "Ask Me!" Form and decorate their door according to the school that they attended. Students will then vote on who has the best decorated door.

Morning Announcement: Generate excitement by highlighting different colleges and universities during morning announcements the weeks leading up to your event. Students, staff, community or representatives from colleges can do the announcements. Make the morning announcements exciting by providing students further knowledge of the school they picked and one interesting fact.

Graduate Parade: Graduates dress in their cap and gown and then parade down the halls in a local elementary school. This is a fun event that shares the excitement with younger students, much to their delight!

Friday Night Lights: Set up informational table at your high school's football game to make students and families aware and excited for College Decision Day. Provide information for those students who have not yet applied for college and encourage them to apply as soon as possible.

### Bring a Guest Speaker to your Classroom

Have a guest speaker come to your class to get students more excited about College Decision Day. The guest speaker should provide support and encouragement for establishing a college going culture in our school.

## Engage Underclassmen into College Decision Day

The earlier students begin thinking about college the better. Have your underclassmen participate in the activities below by listing the school they wish to apply for admission during their senior year of high school. This is a great way to ensure students are prepared when it's their time to apply to college! Here are some information sessions and activities you can implement with your underclassmen to establish a college going culture among them at an early stage of their high school career. Motivate your students to evaluate the list below as they go on to the next grade level.

- 9th Grade: Create strong study habits, learning styles and decision making skills. Familiarize students with their transcript and set an academic plan for them. Show them how to find career information related to their interests. Connect them with schools that offer the career they wish to pursue and how to enroll when the time comes. Teach them how to search for and apply for a scholarship. It's never too early to apply for a scholarship. There are scholarships offered to underclassmen during their high school career.

- 10th Grade: Check progress on the academic plan that you have established for them. Encourage them to do extracurricular activities to enhance their resume which they may use when applying for scholarships. Inform them of any opportunity for them to earn college credit (i.e., dual credit and/or AP courses) and how it may give them a jump start in college by applying these credits to their degree. Motivate them to prepare for their PSAT or any other upcoming test.

11th Grade: Have the students create a plan to research and determine what college or universities they will like to apply. Review the admission requirements for all colleges or universities they have selected. Find scholarships for which they can apply. Write personal statements and essays for applications. It's never too early to prepare to go to college!



## Sample Community Informational Letter

(Insert school logo & address)

(Date Letter Issued)

Dear Community Member,

Through the efforts of the GoToCollegeNevada.org campaign we would like to invite you to our College Decision Day taking place on (Insert Time) in (Insert Location). It is with much excitement that we host this event to celebrate our student's decision to pursue postsecondary education. Throughout the school year our students have participated in various college events to prepare them for their decision to enroll into the college or university of their choice. This event is much like the NCAA's signing day for student athletes in which students announce where they will be playing a college sport. We have taken the same approach to celebrate all students and their post secondary decision.

The main purpose of this event is to celebrate our students, generate excitement, and establish a college going culture among all our student body. College Decision Day is an event open to all staff, faculty, teacher, students, families and community members. We welcome our community members to make this event much more meaningful for our students. If you are interested in volunteering during the event, please let me know. We are more than glad to have you on board! Volunteers can greet and sign-in students, assist students with any guidance they might need or direct family members to where the event will take place. (If there is a process such as a background check that volunteers need, that information should be listed here).

If you have any questions please contact (insert on site coordinator name, title) at (insert phone number) or (insert on site coordinator email). On behalf of our committee and our students we would like to thank you for your participation in encouraging students across Nevada to pursue their college dreams.

Sincerely,

(insert on site coordinator name)  
(insert title)

## Volunteer Tasks

Contacting your local community groups and members will ensure your College Decision Day will be a successful event and create a strong college going culture at your school. By recruiting volunteers you will have the necessary help for a smooth event. Volunteers can greet and sign-in students, assist with set-up and tear down and distribute information during the event.

### Recruiting Volunteers

- Identify community groups or members that may be interested in either volunteering their time or resources to College Decision Day. Community members you could reach out to include:
  - Local organizations who emphasize on giving back to the community
  - School Alumni
  - Underclassmen
  - Student Families
  - PTA- Parent Teacher Association
  - College and University representatives
  - Business or political leaders
- Send community groups and members the community informational letter asking them to participate in College Decision Day.
- Reach out to student leaders in your school to volunteer.
- Gather all volunteer information. Find out ahead of time if your school requires you to do a background check on volunteers.

### Information for Volunteers

- Identify responsibilities and duties to assign to your volunteers. This could include:
  - Greeting students and family members.
  - Handing out certificates.
  - Set -up/Tear down
  - Serving food/drinks
- Assign shifts
- Provide volunteers a quick orientation with a brief description of what their tasks will be during the event.
- Provide water and snacks for volunteers.
- Be sure to get their contact information so you can send a thank you note and invite them back for future events!
- Thank them for their dedication in volunteering for College Decision Day!



## Sample Volunteer Thank You Letter

(Insert School logo)

(Insert Date)

Dear (Insert volunteer name),

On behalf of (Insert name of your high school) and our students, we would like to personally thank you for volunteering your time at our College Decision Day. This event could not have been a success without your help and that of many others who volunteered their time.

During College Decision Day we successfully had (insert number of students) celebrate their decision to attend the education or career program of their choice. Thanks to our seniors' hard work and to volunteers like you, they are one step closer to their goals!

Once again, (insert name of school) would like to thank you for your efforts and contribution of time during our College Decision Day. We look forward to seeing you at our other college going events that we host throughout our school year.

Thank you!

(Insert coordinator name)

## Section IV: Outreach

### Certificate

During College Decision Day it would be nice to make certificates to hand to students. Your recognition will positively reinforce their decision. Many programs such as Word offer templates you can use and customize. Below is a sample certificate:

# Certificate of Acceptance

*Congratulations*

( INSERT NAME)

*On your acceptance as a part of*

( Insert School name)

---

*Class of* ( Insert school year they'll graduate from college)

## Promoting Your Event

### Sample Press Release

College Decision Day is a very important day in the college admissions process. We would like to invite you to attend a day in which the seniors in our school will declare which post-secondary institution they will attend.

(Insert name of school) will participate in College Decision Day on (insert day & time). The celebration will reinforce a college-going culture within our school as well as the community. We are very proud of all of our students' accomplishments and desire to further their education. Just as the media focuses attention on student athletes when they sign their contract for the school they will be attending, we want every student to receive recognition when they accept their admission.

Students, parents, school administrators, teachers and community members are all encouraged to attend the celebration. The main goal is to celebrate the senior class of 20XX for their postsecondary plans and encourage younger students and families to prepare early for college.

For more information about (insert school name) and College Decision Day, please contact (name of onsite coordinator) at (insert phone number) or (insert email).



### Media Tools

There are many low cost avenues you can take that should be readily available to you. Take advantage of what is already at your school:

- Post on the school website,
- Add your event to the school calendar,
- Make announcements,
- Post on the school sign if there is one with a changeable message,
- Use your school PTA or boosters to get the word out,
- Don't forget social media before, during, and after the event. Use the hashtags and tags previously mentioned. Posting pictures of your event as it is happening could draw more students or parents in to the event. Perhaps colleagues or team members will be able to post on their accounts too.

## Donation Request

If your school doesn't provide you with all the resources needed for College Decision Day, we encourage you to reach out to local businesses and organizations in your community to sponsor your event by providing anything that you might need. Here are some tips on how to get sponsored by local businesses.

Contact potential donors by visiting them in person, call or emailing. Make sure to be specific in the items that you need the most and how they can help the school celebrate College Decision Day. Here are some suggested items that could be sponsored through local businesses or organizations

- Food and drinks for all attendees. Including students, families, faculty and volunteers.
- Giveaway items such as:
  - Gift cards, school supplies, collegiate gear from the schools that students will attend.
- T-shirts to be worn for the event.
- Discounts at participating stores. For example, any fast food location in which they would give a discount to students for participating in College Decision Day

Organizations and business are often interested in sponsoring educational initiatives because it is for the betterment of students, families, and the community. If you find yourself limited in the resources that your school provides to you, don't be discouraged. Reach out to your community. Start by explaining the importance of holding such events and how they can help out our students and our community. Finish by thanking them for their help and desire to encourages students to reach their education and career goals.

In addition, you can see if organizations such as Better Make Room/Reach Higher offer small grants for College Decision/Signing Day events. They have offered up to \$500 in the past. Better Make Room: <https://www.bettermakeroom.org/college-signing-day/>



## Follow Up with Committee & GoToCollegeNevada.org

After the event is over, don't forget to follow-up with the College Decision Day committee at your school. Review and evaluate how well your event turned out, what were the successes and challenges? If possible, determine:

- Total number of students that participated in College Decision Day.
- Total number of seniors that enrolled into a postsecondary institution
  - Including those who enlisted in the military.
- How many higher education institutions are students attending?
- Is this an event that you would like to host next year?

Let us know how your College Decision Day went at your school and how we can better prepare for next year by emailing us at [gotocollegenevada@nshe.nevada.edu](mailto:gotocollegenevada@nshe.nevada.edu) ! This is the last step in Go To College Nevada college journey. We want to thank you for your participation in hosting these events and encouraging the students of Nevada to pursue and reach their education and career goals!



**Thank you for all of your help in  
making College Decision Days a  
success!**

If you have any questions,  
contact Janet Stake, Go To  
College Nevada State  
Coordinator,  
jstake@nshe.nevada.edu



**LIKE** and **FOLLOW** us on social media!

- Twitter: @gotocollegenv
- Facebook: @gotocollegeNevada
- Instagram: @gotocollegenv
- Pinterest: GoToCollegeNevada.org