



Site Coordinator Checklist

- Use the checklist below to assist you as you implement a College Application event. The checklist includes the activities outlined in the Site Coordinator Manual, which is broken into two parts: pre-event planning and student preparation, and during and after the event. These manuals are available on the website: <https://www.nevada.edu/CAM> . Click the “Educators” button to find the resources.

— — — — —	<p>Pre-event preparation: first steps</p> <ul style="list-style-type: none"> • Print and Review Nevada’s College Application Month Site Coordinator manual • Identify and reserve site for the College Application event • Add College Application event to school calendar • Identify a School Team to build support and assist with tasks; use Planning Committee Audit available in the Pre-Event Manual to identify members of your team • Host school team meeting to discuss implementation of program at your school
— — — —	<p>Communicate opportunity to students, their families, and the local community</p> <ul style="list-style-type: none"> • By information letters • By phone blasts • By posting information on school website, school newsletter, school marquee and social media • Pre-event media advisory and press release
— — — —	<p>Prepare students for the event</p> <ul style="list-style-type: none"> • Focus on activities that encourage students to research and identify schools that are the best fit for them. Use the College Research Worksheet available on the website: https://www.nevada.edu/CAM . Click the “Educators” button to find the resources. • Sponsor and/or support participation in college fairs or college visits • Distribute College Application Worksheet for students to complete before event. This form is available on the website https://www.nevada.edu/CAM . Click the “Educators” button to find the resources. • Implement college exploration and preparation assignments in classrooms • Identify and meet with students eligible for application fee waivers, assist them in obtaining fee waivers.
— — —	<p>Implement school-wide activities to build awareness and enthusiasm</p> <ul style="list-style-type: none"> • College t-shirt/sweatshirt days • College wall bulletin boards • “Ask Me!” signs on offices and classroom doors

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<p>—</p> <p>—</p> <p>—</p>	<p>Get volunteers involved to assist with the event</p> <ul style="list-style-type: none"> • Recruit volunteers – if required, complete necessary background checks • Assign tasks and train • Ensure volunteers have “Ask Me!” stickers
<p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p>	<p>HOLD COLLEGE APPLICATION EVENT!</p> <ul style="list-style-type: none"> • Ensure students receive Student Instructions on Day of Event form before they begin applying • Ensure students created online website portals to the colleges of their choice (if applicable) • Ensure students register for the FSA ID • Ensure students sign-in so the appropriate data can be collected • Ensure students receive What’s Next form, and FAFSA Completion event flyers • Be active on social media! Encourage students to take selfies and post using #IApplied. Give each participating senior an “I APPLIED” sticker.
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