**College Application Day Agenda**

**DATE**

The day will follow our normal Wednesday Late Start Schedule.

| **Period** | **Start** | **End** | **Minutes** | **Content** |
| --- | --- | --- | --- | --- |
| Zero Hour | 6:35 | 7:20 | 45 | Operates as usual for all teachers and students. |
| Passing | 7:20 | 7:30  | 10 |  |
| In-Service | 7:30 | 8:50 | 80 | **Teachers and volunteers** meet in auditorium for orientation. **Then,** t**eachers and volunteers** go to assigned rooms to set up and get materials ready. |
| Passing | 8:50 | 9:00 | 10 |  |
| 1st/2nd | 9:00 | 10:00 | 60 | **Students** arrive in their regular 1st/2nd period classrooms when the bell rings. **Principal** (and others) makes announcements and motivational message for event. **Classroom teacher** takes attendance, reviews event instructions, announces incentive/drawing prize. **Volunteers and teachers** pass out materials to students (schedule with room assignments, copies of transcripts, completed Personal Info Worksheets and College App Worksheets—or Launch Guides), student survey info, and answers questions. |
| Passing | 10:00 | 10:10 | 10 | **Students** proceed to assigned rooms, based on their first-choice school. Teachers and Volunteers move, as assigned. |
| 3rd/4th | 10:10 | 11:10 | 60 | **Students** arrive in assigned College App classrooms based on first-choice school. **Volunteers and teacher(s)** assist and answer questions as students complete individual applications or the Common App/Coalition App. **Volunteers/teachers** check student applications as students report completion. Once students have applied to their first-choice school, volunteers encourage them complete another application, apply for scholarships, take virtual college tours, or complete other supplementary activities. **At 11:00 a.m.** **Teacher** announces everyone has ten minutes to finish or save their applications. **Volunteers and teacher**s assist students.  |
| Passing | 11:10 | 11:15 | 5 |  |
| Lunch | 11:15 | 11:40 | 25 | Students are encouraged to put “I Applied” Post-it note on cafeteria wall with their name and school(s) they applied to.  |
| Passing | 11:40 | 11:45 | 5 |  |
| 5th/6th | 11:45 | 12:45 | 60 | **Students** arrive in their assigned College App classrooms based on their second-choice school. **Volunteers and teacher(s)** assist and answer questions as students complete applications or the Common App/Coalition App. **Volunteers/teacher**s check student applications as students report completion. Once students are finished, volunteers encourage them to fill out another application, apply for scholarships, take virtual college tours, or complete other supplementary activities. **At 12:25 p.m.** **Teacher** announces ten minutes remain to finish or save applications. **Volunteers and teacher**s assist students. **At 12:35 p.m.** **Teachers** instruct students to stop. Volunteers and teachers pass out exit-survey link and oversee students complete the survey online or record this info on the sign-in/sign-out sheet. **At 12:45 p.m**. **students** hand in survey link form with name for prize drawing, and **teachers/volunteers** pass out “I applied” stickers and “I Applied. What Next?” hand out. |
| Passing | 12:45 | 12:55 | 10 | **Event Coordinator** collects the prize drawing forms. |
| 7th | 12:55 | 1:55 | 60 | All **seniors**, **participating** **teachers and volunteers** arrive in auditorium/gymnasium. **Principal** congratulates everyone for their applications today, reminds them to talk to GU coach for help when their acceptance letters and financial aid packages arrive. **Event Coordinator** asks students to give volunteers a round of applause for all their help. **Head Counselor** reviews “I applied. What Next?” handout and “Post Acceptance Checklist” (powerpoint?) **Event** **Coordinator** or designee pulls name(s) for prizes.  |

**Attachment 2 – page 2**

**Note:** All volunteers must check-out at volunteer table at front door before leaving campus.