**Staff Orientation Handout for College Application Day**

Thank you for helping us make sure the College Application event is a success. The goal of is to get all students to apply to at least two postsecondary institutions. Thanks, too, for your flexibility with today’s alternate schedule and your support of our community volunteers. In your orientation packet, you’ll find:

* Today’s agenda
* A list of room/teacher assignments, so you’ll know where and who you’ll work with
* FAQ’s for college applications in Arizona
* Half-sheets with the exit-survey link and a space for the student to write their name so they can return the slip when done to be entered in the raffle.
* Materials for the supplemental activities in case students finish early
* A map of campus
* My cell number—text or call me if you need anything today
* The cell number for Tech Support today.
* Staff Survey

We have coffee and refreshments available in room XX before the event begins. Please feel free to stop by during passing period, planning period, or after the event to grab a snack and to meet the other volunteers.

As you can see on the agenda, you and the volunteer you’ll be working with will have about 30 minutes to prepare your room before the students arrive. Please use this time to discuss which of you will take the lead on each task. Between both of your packets, you should have enough materials for all your students. Please keep the extra materials and return them to room XX at the end of the day.

Thank you again for helping us to reach our goal today! Please fill out the staff survey online at fill in link by XXXX or included in this packet at the end of the day.