

## Site Coordinator Checklist

A printable copy is available at [www.marylandpublicschools.org/mdcac](http://www.marylandpublicschools.org/mdcac)

Use the checklist below to assist you with your College Application Campaign event.

### Pre-Event Preparation

#### First Steps

- Print and review the Maryland College Application Campaign Guidebook
- Identify and reserve a room/site with computers for your MCAC event
- Add MCAC Events to your school calendar
- Identify a School Team to build support and assist with tasks
- Host a School Team meeting to discuss implementation of program at your school
- Solicit volunteers from your School Team
- Ensure you have adequate counts of ACT, SAT, and/or NACAC fee waivers available for your students' use

### Communicate College Application Campaign Events throughout School Community

- Send information letters to students and parents about the college campaign and your **FAFSA Completion event(s)**.
- Distribute email/ phone blasts to students and parents
- Post information on school website and school marquee
- Include an announcement in the school newsletter
- Issue a pre-event news release

### Prepare Students for the Event

- Promote activities that encourage students to research and identify schools that are the best fit for them
- Resources on [www.marylandpublicschools.org/mdcac](http://www.marylandpublicschools.org/mdcac) include links to college matching tools and other college information guides
- Sponsor and/or support participation in college fairs or college visits
- Distribute **College Application Worksheet** for students to complete before your MCAC event
- Implement college exploration and preparation assignments in classrooms
- Identify and meet with students eligible for application fee waivers

### Build Awareness and Enthusiasm

- Distribute **Ask Me About My College!** stickers and signs to teachers, administrators and others school-wide to display
- Organize a college wall bulletin board
- Sponsor a "College Door" decorating contest
- Include MCAC events and the FAFSA Completion Events information in the morning announcements

## Site Coordinator Checklist (continued)

- Host guest speakers to talk about their college experiences
- Conduct a parent/student College Application Campaign Event information meeting
- Engage underclassmen in school's College Application Campaign event

### Organize Event Volunteers

- Communicate event specifics
- Assign tasks
- Provide training, if necessary

### Hold College Application Campaign Event

- Equip volunteers with identifiable "Ask Me!" stickers
- Distribute **Today, I Applied** sheets to students at sign-in
- Ensure students register for their FSA ID
- Ensure students hand in their **Today, I Applied** sheet to be displayed on the College Wall
- Ensure students receive **I Applied, Now What? / Complete Your FAFSA** flyer

### Post-Event Follow-Up

- Write thank you letters to volunteers
- Host post-event debrief with school team
- Release post-event news release
- Follow-up with students to ensure they complete the college admissions **and** financial aid *application processes*