

COLLEGE
APPWEEK
SEPTEMBER 29 - OCTOBER 3, 2014

Site Coordinator Handbook

Sponsored by:



COLLEGE
APP WEEK
SEPTEMBER 29 - OCTOBER 3, 2014

Dear College App Week Site Coordinators:

On behalf of the Tennessee Higher Education Commission (THEC), thank you for hosting a Tennessee College App Week event during the week of September 29 - October 3 at your school or organization! The goal of College App Week is to provide all seniors at participating high schools the opportunity to apply to college.

While the focus of College App Week is particularly on first-generation college students and students who may not otherwise apply to college, we encourage participating high schools to include activities for all students, including freshmen, sophomores, juniors, and seniors who have already applied to college. The involvement of all your students in College App Week will add to the college-going culture in your community.

Please contact Kate Derrick, Director of Communications for THEC's Office of P-16 Initiatives, at (615) 532-0428 or kate.derrick@tn.gov if you have any questions or concerns about planning and implementing College App Week at your school. We will keep you updated regarding any changes or additional information you may find useful. I also encourage you to keep up to date on College App Week by following CollegeforTN.org on Facebook at www.facebook.com/CollegeforTN.

Thank you in advance for your willingness to participate in this important college access event. Your participation will encourage Tennessee students and their families to make college a part of their future.

Sincerely,



Troy Grant
Director, College Access Challenge Grant
Tennessee Higher Education Commission
(615) 532-0423
Troy.Grant@TN.gov

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Section 1:

Planning Your College App Week

With proper planning, event promotion, and creative thinking, your College App Week will inspire all students to prepare for life after high school. To reach as many students as possible, get the whole school involved and pull out all the stops.

As you begin to plan College App Week at your school, tailor the events to the needs of your school. From the timing of events to the location, work with your school's administrators and teachers to plan an event that works best for your school and students.

In the following pages, you will find a checklist that can be tailored to your specific event, a page of helpful reminders for the day of your event, and tools to use throughout College App Week.

IN THIS SECTION

- Site Coordinator Checklist
- Event Day Reminders
- Student Sign-in Sheet
- Reporting Procedure
- Data Reporting Requirements

Site Coordinator Checklist

Getting Started

- Review Site Coordinator training materials and contact Kate Derrick at (615) 532-0428 or kate.derrick@tn.gov if you have questions.
- Follow CollegeforTN on Facebook for updates and College App Week ideas. You can also visit 2014collegeappweek.eventbrite.com for program updates and more downloadable resources.
- Reserve a space for your event with computers and printers available.
- Notify teachers, counselors, and other school administrators (principal, athletic director, etc.) of your plans.
- Think about the following:
 - Which students and classes will be in the lab at what times?
 - What other college awareness activities will be available to students?
 - Will you plan activities for students who aren't seniors or aren't ready to submit an application yet?

Recruiting Support

- Recruit volunteers. (Check out the volunteer resources starting on page 9.) Reach out to school staff and teachers to volunteer. Contact local colleges to invite admissions staff and faculty to volunteer during College App Week. Reach out to local community organizations and parents to volunteer. The success of your program is directly tied to the strength of your volunteer workforce.
- Encourage all teachers to plan College App Week-related activities. (See Section 4 for activities.)
- Solicit door prizes from community supporters.
- Ask local businesses and organizations to donate funds for application fees. (See page 13.)
- Confirm attendance of all volunteers. Remind them of the time and place of your event and any other pertinent information.
- Remind teachers, counselors and administrators of the day's schedule and planned activities. Ask them to wear college clothing on event day and decorate their classrooms with "college-going culture" materials.

Promoting Your Event

- E-mail the "Hello My Name Is" flyer (page 18) to staff and request that they hang it on their door.
- Send a press release to local newspapers and TV stations announcing the event. This is a good way to ensure volunteer and community support. (See page 17 for tips on media promotion.)
- Reach out to parents about the event to help them prepare students. (See pages 21 and 22.)

Preparing Students

- Remind students to register for and take the ACT/SAT.
- Determine which seniors have not applied to a college/university and encourage them to attend a College App Week event at your school.
- Send student and parent letters notifying them of College App Week. (See pages 21 and 22.)
- Encourage students to meet with counselors to discuss fee waivers, if applicable.

Reminders for During Your Event(s)

For seniors filling out or submitting applications:

- Check all computers to ensure that pertinent web sites are not blocked by your school or district.
- Post the following items in each computer lab or classroom where students will be completing on-line applications. Students may need to reference this information when completing applications.
 - High school name
 - School mailing address
 - Phone number
 - Fax number
 - School code
 - Each counselor's contact information, including e-mail address
 - ACT and SAT dates*
- Have all students sign in as they arrive. Refer to the sample sign-in sheet that is included in this toolkit on page 4.
- Students can post the "I Applied" College App Week badge on their social media pages. We'll have it posted on Twitter (@CollegeforTN), Facebook (CollegeforTN), and Instagram . Encourage them to share their success on Twitter, Facebook, or Instagram with the hashtags #IApplied and #TNCollegeAppWeek.
- Have your seniors fill out the College App Week survey. We'll link to it on the CollegeforTN.org homepage, Facebook page (CollegeforTN) and Twitter (@CollegeforTN).
- Distribute the student handout "Now That I've Applied, What's Next?" to reference during and after the application process.
- Be sure that students complete and submit application(s), print confirmation page(s), or save application(s) to finalize and submit in the next day or two.
- After your students have completed the desired amount of college applications:
 - Remind each of them to review "Now That I've Applied, What's Next?"
 - Distribute "I Applied" stickers.
 - Have your students fill out the College App Week survey, available on the CollegeforTN.org homepage in the "What's Happening in Tennessee" box.
- Make sure you fill out the Reporting Form. During College App Week, we will send out a link to an online version of the Reporting Form survey. **You will need to keep track of the number of students who participate in your event and the total number of applications that are submitted.** Please remember that students may fill out more than one application. The Reporting Form should be filled out online or returned to Kate Derrick (kate.derrick@tn.gov) no later than October 31, 2014.

**Many colleges ask students to list the dates on which they took the test or when they plan to take it. A quick reference will make a big difference.*

Reporting Procedure

It is our goal that Tennessee College App Week improves and expands each year. Collecting feedback and result data is an important part of accomplishing that goal. Please review the *Data Reporting Requirements* found on the following page.

As you plan your event, ensure that you track the information listed. You will need to keep track of the number of students who participate in your event and the total number of applications that are submitted. Please remember that students may fill out more than one application. **Site coordinators will receive a link to an online reporting form via email.** Reporting Forms should be completed no later than **October 31, 2014.**

Additionally, **please have every participating senior fill out a student survey during College App Week.** A link to the senior survey will be emailed to all site coordinators. Additionally, a link to the student survey will be available on CollegeforTN.org in the “What’s Happening in Tennessee” box.

If you are unable to complete the online reporting form, you may email the form to kate.derrick@tn.gov or fax it to 615-741-6230, attn: Kate Derrick.

DATA REPORTING REQUIREMENTS

Thank you for participating in the 2014 College App Week. Please track the following data items to help us improve this initiative and better serve you in the future. During College App Week, you will receive a link to an online version of this form or you can email this form to kate.derrick@tn.gov.

Your Name: _____

Your School District/Organization: _____

Your High School or Program: _____

1. How many students attend your school? _____

2. How many students at your school participated in College App Week? _____

3. How many seniors/12th graders at your school participated in College Application Week? _____

4. At your school, how many college applications were submitted during College Application Week?
(Please remember that one student could have submitted more than one application.) _____

5. Do you plan on participating in College Application Week next year? (Please circle one answer below.)

Yes No

6. How helpful was College App Week in promoting a college-going culture in your school or program?
(Please circle one answer below. 1 = Not At All Helpful; 5= Very Helpful.)

1 2 3 4 5

7. If you have any further comments about this initiative or suggestions of how to improve it, please write them below.

8. Please share any best practices from successful events or activities that your site held during College App Week.

Section 2:

Getting Support for Your College App Week Events

The success of your College App Week relies not just on you, but on your school and your community. Engaging the school community in the planning and implementation process will create excitement about the event. And the more support you have, the more success you will see. Additionally, the community plays an important role in creating and sustaining a college-going culture.

In the following pages, you will find ideas for engaging students, school faculty, and members of the community, including a volunteer resource guide that will help you to prepare your volunteers for event day.

IN THIS SECTION

- [Who to Involve](#)
- [Volunteer Resource Guide](#)
- [Volunteer Quick Guide to College Application Week](#)
- [Sample Volunteer Recruitment Email/Letter](#)
- [Sample Donation Request Letter](#)

Who to Involve

Students

- Recruit students to help implement College App Week. Identify student leaders who would love to bring their own ideas to the table.
- Select “student ambassadors” and educate them on the purpose of College App Week. Ask them to share implementation ideas and distribute materials.
- Allow student ambassadors to count their College App Week event experience as community service hours.
- Ask students to promote College App Week through their social media accounts. They can use the hashtags #TNCollegeAppWeek and #IApplied. Encourage them to tag @CollegeforTN on Facebook, Twitter, and Instagram.

Teachers

- Teachers are your greatest allies in motivating students to pursue higher education. We recommend enlisting their help to make your school’s College App Week a huge success. Share your planning with them and ask for their help in brainstorming ways to make this event something the whole school embraces.
- Ask teachers to take time during College App Week to talk to each of their classes about their college experience. (See sample letter on page 46.)
- Suggest that teachers use College App Week to encourage their students to come up with ideas on how to market an event to their peers.
- Have teachers recruit “student ambassadors” to help decorate the school, distribute College App Week materials, and encourage their friends to participate in College App Week.
- Ask them to dedicate at least one class during College App Week to plan college application related activities such as essay writing.

Who to Involve

Volunteers/Community Representatives

- Volunteer and community involvement is crucial to the success of your event. Identify contacts in your community that may be interested in helping make your College App Week a success by donating time and/or resources. Some examples may include:
 - School Alumni
 - Students' families, PTA, School Improvement Council
 - Your school's athletic department and coaches
 - Retired educators
 - Volunteer, senior, or church groups
 - Community college and university representatives and faculty
 - Business, community, and political leaders
 - Youth programs (e.g., YMCA, Boys and Girls Club, 4H, Girl Scouts, Boy Scouts)
- Check with your school's leaders about policies for visitors on your campus.
- Send all potential volunteers and/or groups a College App Week recruitment email/letter with an event explanation and details.
- Consider asking local companies or organizations to donate funds for application fees during College App Week. (See page 13.)
- Ask volunteers to promote College App Week through their social media accounts. They can use the hashtags #TNCollegeAppWeek and #IApplied. Encourage them to tag @CollegeforTN on Facebook, Twitter, and Instagram.

Volunteer Resource Guide

The success of your College App Week is dependent upon the strength of your volunteer workforce. Therefore, it is essential to recruit volunteers to ensure the success of your program. Below is a guide you can follow to ensure you have a well-informed and efficient volunteer force.

Notify them

Once you have recruited and finalized your volunteer roster for College App Week, you will need to notify them of the event details. You can use the template on the next page as a guide.

Give them options

Volunteer opportunities can range from greeting students to helping them fill out the applications. Below is a list of possible opportunities. Add in your event-specific needs and use this as a tool to help volunteers choose a task.

- Greet students
- Sign in students
- Monitor the computer lab
- Assist students with the completion of online college applications
- Distribute information about financial aid opportunities
- Distribute important instruction sheets

Identify them

Help identify your volunteers as a source of help for students by providing name badges for volunteers on the day of the event.

Train them

On the morning of the event, conduct a quick orientation to familiarize volunteers with details of your event.

Thank them

Send a thank-you letter to all volunteers for their dedication to College App Week. Handwrite a note to each volunteer. You may also want to give students the opportunity to thank the volunteers as well.

VOLUNTEER QUICK GUIDE

Welcome to College App Week! We appreciate your hard work and dedication to making college a reality for our students. Use this reference guide to familiarize yourself with the details of our College App Week program.

What is College Application Week?

College App Week is a statewide event sponsored by the Tennessee Higher Education Commission and CollegeforTN.org.

What is the goal of College App Week?

The goal of Tennessee College App Week is to build excitement around the college application process and provide every graduating Tennessee high school senior the opportunity to apply, with a focus placed on first-generation students and students who may not otherwise apply to college. We define college as any formal education after high school.

How do I address questions about application fees and fee waivers?

For colleges that require an application fee, students can use credit/debit cards online for some colleges, or print their online application(s) to mail with a check to the college(s). Should students have questions about eligibility for fee waivers, please refer them to their school counselor.

What are their next steps?

In order to be eligible for financial aid, college applicants must complete the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1 of their senior year. The earlier students complete and submit this form, the better! Also, refer students to the “Now That I’ve Applied, What’s Next?” handout that their teacher or counselor has given them.

Sample Volunteer Recruitment E-mail/Letter

This letter should be distributed to any volunteer prospects and/or groups. Update the bold pieces with your school's event information and feel free to add more event details to generate interest.

School Logo

School Address

Dear **Name of Organization**,

Name of Your High School is pleased to announce its participation in the statewide College App Week, September 29 - October 3. The goal of College App Week, which is sponsored by the Tennessee Higher Education Commission and CollegeforTN.org, is to provide a forum for all Tennessee seniors to complete and file college applications. While the focus is on helping all students, special attention should be given to first-generation, minority, and students who might not otherwise apply to college.

We will be hosting our event on **Date(s)** and would welcome representatives from **Name of Organization** to visit our school during this exciting and important time. With your help, students can connect to resources available outside of the classroom that will help them prepare for college. Volunteers can greet and sign in students, assist students with the completion of online college applications, or distribute information about financial aid opportunities. Our students will look to your help and support as they take a big step in the direction of going to college.

If you or any of your colleagues at **Name of Organization** are interested in volunteering in any capacity, please contact **Name, Contact Info** at **Name of Your High School**.

Thank you,

Your Name

Your Title

College App Week Donation Request Letter

This letter should be distributed to any local companies or organizations who may be able to donate funds for application fees during College App Week.

[School Logo/Name]

[School Address]

[Date]

[Address of Recipient]

Dear **[Name of Contact's Name or Organization/Company]**,

I am writing to you on behalf of the senior class of **[high school]**. This year our class is excited to celebrate College Application Week from September 29th through October 3rd. College App Week is designed to build excitement around the college application process and give every senior the opportunity to apply to college. The week also helps students to overcome barriers that often discourage them from applying, which often includes financial barriers, such as application fees. We're asking for your help in donating fees to students who may struggle to pay these application fees, which can be as high \$40 or more at some institutions.

A donation from **[insert company name]** will go directly to student application fees and for many students will make the difference between applying and not applying to college. Our students have worked hard to become college ready, and we are asking for your investment in them to not only encourage their education, but also to encourage the growth of our skilled and educated workforce.

Thank you for considering our request. If you would like to make a donation, volunteer in any way with College App Week, or would like further information, please feel free to contact me at **[insert contact information]**.

Sincerely,

Your Name

Your Title

Section 3:

Promoting Your Event

Promoting your school's College App Week is crucial. While much of the focus for College App Week is geared toward seniors, a truly successful event has the entire school community actively engaged. In the following pages, you'll find ideas and sample activities you can use to promote the event to all those involved both within your school community and outside the walls of your school.

IN THIS SECTION

- In-School Promotion Ideas
- Promoting College App Week to the Media
- Hello My Name Is: Activity
- Social Media Poster
- Sample Press Release
- Sample Student/Family Letter
- Sample Flyer for Families
- Printable Table Tents

In-School Promotion Ideas

Get the Word Out

Use daily public announcements to generate awareness of College App Week activities at your school. If your school has a morning news program, coordinate with producers to feature a countdown or a fun fact each morning leading up to the event. Coordinate interviews with students who plan to attend/participate in the event. Student newspapers are also a great place to highlight the event. Encourage student writers to feature stories. You may even wish to place an ad in the paper.

“Hello My Name Is” Flyers

Have all members of your school’s faculty and staff fill out a “Hello My Name Is” flyer and post it outside of their room or office. These flyers could be posted year-round to encourage students to ask teachers, administrators, and other staff members about the colleges they attended. You will find a template for this flyer in this packet on page 18.

Wall Cling

Put the CollegeforTN.org wall cling that was mailed to you on the wall of a high traffic area in your school. To use, gently separate the wall cling from the white paper and place on the wall. The wall cling will not damage walls or paint and can be moved from place to place as often as you choose.

“I Applied” Stickers

Give students an “I Applied” sticker after they have completed their application.

Host a Pep Rally

Talk with your school administrators about holding a kick-off pep rally to get everyone in the college frame of mind. Ask students to wear college gear from their favorite schools. Introduce seniors who have already been accepted into a school or apprenticeship program and have them tell the student body the one thing they are most looking forward to in college or trade school, why they selected the school or program they did, or any first-hand account of actions already taken.

Friendly Competition

Sponsor a class contest between the different grades to inspire all students to take the college preparation process seriously during College App Week. Classes compete against each other to have the most students taking action. Keep a record on your school website or Facebook page.

Dress the Part

During College App Week, encourage teachers and staff to wear a t-shirt, sweatshirt, or hat from the college they attended, or have them bring in their college yearbook or other items with their college mascot to share with students. You can also encourage students to dress in the colors and apparel of their favorite college or college sports team for a day.

Host Homeroom Workshops

Conduct workshops during homeroom with students throughout College App Week. Some examples may include the following, many of which can be done through CollegeforTN.org:

- Freshmen: Decision making, learning styles, study habits, high school transcript and academic planning, connection between school and careers, how to qualify for a scholarship, colleges and the degrees offered, college admission criteria, etc.
- Sophomores: Progress reports, extracurricular activities, earning college credit during high school, world of work, college costs and ways to pay, college visits, etc.
- Juniors: Money management, finding scholarships, admission process, college entrance exams, preparing to apply, writing personal statements and essays, etc.
- Seniors who have already applied to college: what to expect in college, resume writing, FAFSA, searching for scholarships, finding the right college for you, etc.

Dress the School

Create a “College Wall.” Encourage seniors to write the names of the colleges to which they have applied on banners or strips of construction paper to hang in a main hallway. Highlight college names when acceptances are received. If available, enlist the support of art teachers, as they may be helpful in developing additional promotional materials to create a “college-going culture” on the walls of your school.

Invite Guest Speakers

Invite admissions staff from local colleges/universities to provide general information related to their campus, including the majors offered, admission requirements, application process, and cost of attendance.

Give Away College “Stuff”

Hold drawings during College App Week. Ask colleges and universities to donate promotional items (banners, hats, t-shirts, sweatshirts, etc.) to use as giveaways during your event. Also, ask local businesses for items for your drawing.

Communicate

Send letters or e-mail reminders to all parents, students, and school staff. Also, include information in the school newsletter and post fliers around the school and community about your College App Week event. You can use the Sample Student/Family Letter at the end of this section as a guide.

Promoting College App Week to the Media

Inviting local media to your College App Week is a great way to increase public awareness of your school's activities and promotion of a college-going culture in Tennessee. Here are some tips for contacting the media:

1. **Write a press release:** Write a brief press release with information about your College App Week events and activities. (See page 20 for a template for your press release.)
2. **Distribute the press release:** Send out the press release to your local media outlets approximately two weeks before College App Week.

If you email a copy of the press release, send the release directly in the body of your email. This will help your email avoid spam filters. If you can, send the email from an address linked to a person's name (rather than a general organizational mailbox). An email from kate.derrick@tn.gov is more likely to be read than an email from CollegeforTN@tn.gov.

Tip: If you or someone on staff at your school has a relationship with the media or a specific reporter, have that person reach out and/or follow up with the media. Also try reaching out to reporters who have covered your school(s) previously.

3. **Follow up once you send the press release:** Once you have sent the press release, follow up by phone to make sure the newsroom received the press release. Prepare a small script ahead of time with the most important information. Prepare to be brief on the phone- newsrooms and reporters are usually busy and being prepared when you speak to them will help you keep their attention.
4. **Designate a media point-of-contact:** Choose someone involved with College App Week to be the point person for any members of the media who may attend.

The media point-of-contact should be prepared to greet anyone from the media who attends any College App Week events and direct them to students, faculty, or anyone else willing to be interviewed for a news piece.

5. **Follow up the day before any big events:** The day before any big College App Week events (or the Friday before), follow up with your media targets by phone or email to remind them of the event and/or confirm their attendance, and give them contact information for your designated media point-of-contact.
6. **During College App Week:** Make sure parking is available for any media and that your school's front office is aware that media may be arriving.

Ensure that your media point-of-contact is prepared to answer basic questions about your College App Week events, including the events and activities your school is hosting, the number of seniors at your school, and your most recent college-going rates.

Try to get contact information from any media that attend so you have their contact information for future events/announcements and to send a follow-up thank you.

7. **Send a thank you:** Send thank you notes to members of the media that attend your event. This will help to maintain a good relationship with your local media outlets.

HELLO

my name is

And I graduated from:



COLLEGE
APP WEEK
SEPTEMBER 29 - OCTOBER 3, 2014

Post about College App Week online:

Follow and Tag



@CollegeforTN



@CollegeforTN



CollegeforTN

Use hashtags

#IApplied

and

#TNCollegeAppWeek



Sample Press Release

Send this sample press release to local news organizations. Update the bold pieces with your school's event information and add any other relevant event details. If you need help locating contact information for your local news outlets, please contact Kate Derrick (kate.derrick@tn.gov) at the Tennessee Higher Education Commission.

FOR IMMEDIATE RELEASE

For more information, please contact:

Name,
Phone,
E-mail Address

SCHOOL NAME HOSTS COLLEGE APP WEEK

CITY, TN (DATE) - In an effort to promote college awareness and access, **Name of Your High School** will participate in College App Week, a statewide initiative sponsored by the Tennessee Higher Education Commission and CollegeforTN.org, on September 29 - October 3.

The goal of Tennessee College App Week is to provide all Tennessee seniors the opportunity to complete and file college applications with the support of their school. While much of the focus of College App Week is geared toward first-generation college students and students who may not otherwise apply to college, **Name of Your High School** will also offer college-focused activities for freshmen, sophomores, juniors, and seniors who have already applied to college. This is the sixth annual College App Week in Tennessee and the **Insert Number** time it has been held at **Name of Your High School**.

Name of Site Coordinator, College App Week event Site Coordinator for **Name of Your High School**, is expecting more than **Insert Number** seniors to participate with the help of **Insert Number** volunteers from **Insert names of School Faculty/Administration/College/Community Resources that will help**.

For more information about the **Name of Your High School** College App Week event, please contact **Name of Site Coordinator and contact information**.

Sample Student/Family Letter

Update the bold pieces with your school's event information and add any other event details.

School Logo

School Address

Dear Students and Families,

The Tennessee Higher Education Commission in collaboration with CollegeforTN.org is pleased to announce September 29 - October 3 as Tennessee College App Week. Throughout this week, high schools across the state will host College App Week events to assist students with the college application process. On **Date(s) of Event**, all seniors expected to graduate in **May/June 2014** will be encouraged to complete at least one online application for admission to a higher education institution, if they have not already done so. This event is possible due to the collaborative efforts of the administration, faculty, and staff at **Name of Your High School**, as well as students, their families, and volunteers across the community.

The goal of College App Week is to provide the opportunity for all Tennessee seniors to complete and file college applications. In order to participate fully, prior to College App Week, students will need to research the institutions to which they want to apply. Families are welcome to visit **Name of Your High School** on **Date(s) of Event** to assist their student during the application process. In addition, we encourage family members to volunteer during the event. If you are interested in volunteering, please contact **Name, Title, at (000) 000-0000**. Volunteers can greet and sign in students, assist students with the completion of online college applications, or distribute information about financial aid opportunities.

As part of the college application process during College App Week, your student will likely need to know their social security number and have access to a credit card to pay application fees. If either of these present a problem, please call our school counseling office or have your student speak with a school counselor. If you have any questions please call **Name, Title, at (000) 000-0000**.

Thank you in advance for your support of this exciting initiative to encourage Tennessee students to make college a part of their future.

Sincerely,

School Counselor/Principal/Site Coordinator

Tennessee's College Application Week

September 29 -
October 3

COLLEGE
APP WEEK
SEPTEMBER 29 - OCTOBER 3, 2014



What is College Application Week?

- The primary purpose of this effort is to help high school seniors navigate the complex college admissions process.
- The application process can be daunting, even for students surrounded by a support system of caring adults.
- Host sites set aside time and space during the school day with computer and internet access. Paper applications are acquired where necessary.
- Most sites also include activities for students that aren't seniors in an effort to continue building a college-going culture in the community.
- The American College Application Campaign is a national effort to increase the number of first-generation and low-income students pursuing a college degree or other higher education credential.

How parents can play a role in College App Week:

If your student is a senior:

- Talk to your student about where he/she wants to apply to college.
- If your student doesn't have a credit card, they may need your card to submit the application fee.
- Consider volunteering at your student's school during College App Week.

If your student isn't yet a senior:

- Take the time to talk to your student about college, including different types of institutions and what he or she might want to study.
- Consider volunteering at your student's school during College App Week. Most schools do events for younger students, too.

For more information about Tennessee's College App Week, contact the counselor at your student's school.



Have questions about College App Week or the college application process? Contact the school counseling office.

- During College App Week, you'll have a chance to talk about what you need to do to prepare for college in a few years.
- Before College App Week, create an account on CollegeforTN.org for resources on what you need to prepare to apply and information about what majors and colleges might be a good fit for you.



Have questions about College App Week or the college application process? Contact the school counseling office.

- During College App Week, you'll have a chance to talk about what you need to do to prepare for college in a few years.
- Before College App Week, create an account on CollegeforTN.org for resources on what you need to prepare to apply and information about what majors and colleges might be a good fit for you.



COLLEGE APP WEEK SEPTEMBER 29 - OCTOBER 3, 2014

Underclassmen

- During College App Week, you'll have a chance to talk about what you need to do to prepare for college in a few years.
- Before College App Week, create an account on CollegeforTN.org for resources on what you need to prepare to apply and information about what majors and colleges might be a good fit for you.

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COLLEGE APP WEEK SEPTEMBER 29 - OCTOBER 3, 2014

Seniors

- Think about where you want to apply to college during College App Week.
- Be prepared to submit applications, including a method of payment for application fees.
- Create an account on CollegeforTN.org for resources on what you need to prepare to apply.

Have questions about College App Week or the college application process? Contact the school counseling office.



COLLEGE APP WEEK SEPTEMBER 29 - OCTOBER 3, 2014

Seniors

- Think about where you want to apply to college during College App Week.
- Be prepared to submit applications, including a method of payment for application fees.
- Create an account on CollegeforTN.org for resources on what you need to prepare to apply.

Have questions about College App Week or the college application process? Contact the school counseling office.



Section 4:

Hosting Your College App Week

This section guides you through activities that your school can host during College App Week. Whether you work in a high school or a middle school, College App Week has something to offer for each student, not just seniors beginning to apply for college. Key information in this section includes activity ideas for students from middle school through high school and information about applying for the Tennessee Promise scholarship.

IN THIS SECTION

- ❑ [College App Week at Middle Schools](#)
- ❑ [College App Week at High Schools](#)
- ❑ [Tennessee Promise](#)
- ❑ [College App Week Sample Timeline for Just Seniors](#)
- ❑ [College App Week Sample Timeline for High School](#)
- ❑ [College App Week Sample Timeline for Middle School](#)
- ❑ [CollegeforTN.org During College App Week](#)
- ❑ [Paws in Jobland Elementary School Resource](#)

College App Week at Middle Schools

It's never too early to promote a college going culture in your schools! Middle schools present an excellent opportunity to start getting students excited about post-secondary education.

The focus of College App Week at high schools is applying to postsecondary education; at the middle school level, College App Week encourages students to start thinking about college and begin planning for their future.

Utilize CollegeforTN.org

Review Site Coordinator training materials and contact the Tennessee Higher Education Commission if you have questions.

- Students can create their accounts.
- Students can explore their interests using activities like the Career Cluster Survey and Interest Profile
 - https://secure.collegefortn.org/Career_Planning/Learn_About_Yourself/Learn_About_Yourself.aspx
- Students can explore the College Planning Timeline to see what they can do NOW.
 - https://secure.collegefortn.org/College_Planning/Prepare_for_College/College_Planning_Timeline/7th_Grade.aspx

College Gear Day

- Encourage teachers and staff to wear apparel from their alma mater. Students can wear apparel from their favorite postsecondary institution.
- This is a great way for teachers to start a conversation about their college experience.

Door Decorating Contest

- Create college buzz with some friendly competition. Which homeroom can design the most creative college themed door decoration?
- See best practice example from Bradley Central High School on page 43.

Homeroom Workshops

- Create mini-lessons for topics like decision making and setting goals that teachers can implement during homeroom.
- For curriculum and lesson ideas, see what the College Foundation of West Virginia has done
 - https://secure.cfwv.com/Home/Roads_to_Success/Grade_8.aspx

Guest Speakers

- Recruit professionals from the community to talk to students about their careers and postsecondary experience.
- See best practice example from Norris Middle School on page 45.

College App Week at Middle Schools

Teacher Involvement

- Encourage teachers to take some time and share their postsecondary experience.
- Create “College Door Signs.” Each teacher can fill in their alma mater and display it on their classroom door
- See best practices example at Cane Ridge Elementary School on page 45.

Bring College To The Middle School

- Invite representatives from local colleges to talk to students about their institutions
- Invite local alumni who are attending college or recently graduated to share their experiences with college
- Take students on virtual college tours through the college websites.

College Facts Trivia

- Ask College Trivia questions on the morning announcements or during lunches.

College Fun Facts (Courtesy of Norwood Middle School)

- Sewanee: The University of the South (Sewanee, TN) resembles the fictional Hogwarts School of Witchcraft and Wizardry in J.K. Rowling’s popular “Harry Potter” series in that the school operates as its own self-contained community– the campus, town, and surrounding lakes and forests comprise its 10,000 wooded acres. The foggy, mountain-bound campus is made up of buildings designed in Gothic architecture. Plus, high-achieving students called the “Order of Gownsmen” wear academic gowns to class, much like Harry and his wizard-in-training classmates.
- Cumberland University, located in Lebanon, TN lost a football game to Georgia Tech on October 7, 1916 by a score of 222 to 0. The Georgia Tech coach was George Heisman for whom the Heisman Trophy is named.
- Tennessee State University is the only institution in the country to discover a planet outside the earth’s solar system. TSU is exceptionally strong in astrophysics, astronomy, engineering, business, education and biology.
- The University of Tennessee was originally known as Blount College and was founded in 1794. UT was actually founded two years before Tennessee became a state. Another interesting fact is that the University of Tennessee was an all-male college for almost 100 years. It wasn’t until 1892 that the first female students were admitted.
- East Tennessee State Normal School was established in 1910 and later became known as East Tennessee State University or ETSU. In 1912, the college president Sidney G. Gilbreath made a rule that “No young woman student in the normal school will be permitted to dine at a public hotel with an escort and without a chaperone, and no young woman student will be permitted to attend any public dance.”

College App Week at High Schools

Just for Seniors

College Application Checklist

- Provide your seniors with a checklist of information and materials (i.e. ACT scores, transcripts, application fee) they will need for College Application Workshop so they are prepared to successfully complete an application.
- See best practice example at Camden Central High School on page 45.

College Application Workshop

- Reserve a computer lab and have your seniors sign up for times to complete their applications. Hand out “I Applied” stickers after students complete their applications!

For All Students

College Application Night

- Invite students and parents to a college information night and have their questions answered by guidance counselors and local college representatives.

Host a College Fair

- Invite college admissions representatives to your school to help students learn more about their institutions.

Host a Pep Rally

- Talk with your school administrators about holding a kick-off pep rally to get everyone in the college frame of mind. Ask students to wear college gear from their favorite schools. Introduce seniors who have already been accepted into a school or apprenticeship program and have them tell the student body the one thing they are most looking forward to in college or trade school, why they selected the school or program they did, or any first-hand account of actions already take. Or hold a pep rally at the end of the week to celebrate the seniors who applied to college.

Friendly Competition

- Sponsor a class contest between the different grades to inspire all students to take the college preparation process seriously during College App Week. Classes compete against each other to have the most students taking action. Keep a record on your school website or Facebook page.

Virtual College Tour

- Provide students with “scavenger hunt” list to find on a college website.

Teacher Talk

- Encourage teachers to take a few minutes during the week to share their college experience.

College App Week at High Schools

Dress the Part

- During College App Week, encourage teachers and staff to wear a t-shirt, sweatshirt, or hat from the college they attended, or have them bring in their college yearbook or other items with their college mascot to share with students.

Host Homeroom Workshops

- Conduct workshops during homeroom with students throughout College App Week. Some examples may include the following, many of which can be done through CollegeforTN.org:
- Freshmen: Decision making, learning styles, study habits, high school transcript and academic planning, connection between school and careers, how to qualify for a scholarship, colleges and the degrees offered, college admission criteria, etc.
- Sophomores: Progress reports, extracurricular activities, earning college credit during high school, world of work, college costs and ways to pay, college visits, etc.
- Juniors: Money management, finding scholarships, admission process, college entrance exams, preparing to apply, writing personal statements and essays, etc.
- Seniors who have already applied to college: what to expect in college, resume writing, FAFSA, searching for scholarships, finding the right college for you, etc.

Dress the School

- Create a “College Wall.” Encourage seniors to write the names of the colleges to which they have applied on banners or strips of construction paper to hang in a main hallway. Highlight college names when acceptances are received.
- If available, enlist the support of art teachers, as they may be helpful in developing additional promotional materials to create a “college-going culture” on the walls of your school.
- See examples in the best practices section on page 42.

Invite Guest Speakers

- Invite admissions staff from local colleges/universities to provide general information related to their campus, including the majors offered, admission requirements, application process, and cost of attendance.

Give Away College “Stuff”

- Hold drawings during College App Week. Ask colleges and universities to donate promotional items (banners, hats, t-shirts, sweatshirts, etc.) to use as giveaways during your event. Also, ask local businesses for items for your drawing.

College Trivia

- Ask college-themed trivia questions during the morning announcements or during lunches. The first students to provide the correct answer will get a prize.



What is the Tennessee Promise?

The Tennessee Promise is a financial aid program offering two years of tuition-free community or technical college to Tennessee high school graduates beginning with the Class of 2015. The program provides eligible students a last-dollar scholarship, meaning the scholarship will cover tuition and fees not covered by the Pell grant, the HOPE scholarship, or TSAA. While removing students' financial burden is key, a critical component of Tennessee Promise is the individual guidance each participant will receive from a mentor who will provide guidance and assistance as the student enters higher education. Mentors are provided by a partnering organization designated by the mayor of every Tennessee county.

Student Eligibility

To be eligible to receive a Tennessee Promise Scholarship, a student must:

- Be a Tennessee resident.
- Graduate from an eligible Tennessee high school, complete a Tennessee home school program, or obtain a GED or HiSET diploma prior to reaching 19 years of age.
- Enroll in a community or technical college the fall after graduation (students attending a TCAT may enroll the summer following their high school graduation).
- Complete the Tennessee Promise application at www.TNPromise.gov.
- Meet all deadlines and requirements before enrolling.

Program Requirements

In order for students to participate in the program, they must meet several requirements and deadlines:

- November 1: Apply to the Tennessee Promise program at www.TNPromise.gov
- February 15: Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov
- By March 1: Attend first mandatory meeting coordinated by a partnering organization
- By May 31: Attend second mandatory meeting coordinated by partnering organization
- In the spring: Apply to and enroll in a community or technical college (TCAT)
- June 30: Complete FAFSA verification
- Before start of term: Complete first 8 hours of community service by the first day of class

During College App Week

Consider marking the Tennessee Promise application page (www.TNPromise.gov) as a "Favorite" or "Bookmarked" page on the computers being used during College App Week to allow students to quickly navigate to and complete the application after they have completed their college applications.

College App Week Sample Timelines

Just for Seniors

Monday

- **Application Prep.** Help student prepare to successfully complete their applications. Remind them of the information they need to collect to fill out their application later in the week. A checklist with items like ACT score and application fee is helpful.

Tuesday

- **Host a College Fair.** Give students the opportunity to learn more about local schools and have their application questions answered by admissions counselors.

Wednesday

- **Host a Personal Statement workshop.** Provide helpful tips and ideas for writing a personal statement
- **Personal Statements can be uploaded and saved at CollegeforTN.org**

Thursday

- **College Application workshops.** Encourage all seniors to complete at least one college application today.

Friday

- **College Pep Rally.** Celebrate the hard work of your seniors as they've completed their applications and build excitement among the underclassmen.

College App Week Sample Timelines

High School

Monday

- **College Application Night.** Invite students and parents to a college information night and have their questions answered by guidance counselors and local college representatives.
- **Experience and Activity Profile.** Students can begin a record of their activities in their CollegeforTN.org profile

Tuesday

- **Host a College Fair.** Invite college admissions representatives to your school to help students learn more about their institutions

Wednesday

- **College Door Decorating Contest.** Encourage homerooms to decorate their doors in a college theme.

Thursday

- **College Panel.** Invite guest speakers to come talk about their college experiences and how it led them to their current careers
- **Encourage students to make notes about any colleges they are interested in at CollegeforTN.org in their portfolio**

Friday

- **College Pep Rally.** Celebrate the hard work of your seniors as they've completed their applications and build excitement among the underclassmen.
- **College Colors Day.** Encourage students, faculty and staff to wear college t-shirts.

College App Week Sample Timelines

Middle School

Monday

- CollegeforTN.org Introduction. Have students make CollegeforTN.org account and begin exploring the resource.

Tuesday

- College Door Decorating Contest. Encourage homerooms to decorate their doors in a college theme.

Wednesday

- Interest Surveys. Students can explore their interests using activities like the Career Cluster Survey and Interest Profile.

Thursday

- Goal Setting. Work on short and long-term goal-setting with the Goal-Setting tool on CollegeforTN.org

Friday

- College Gear Day. Encourage teachers and staff to wear apparel from their alma mater. Students can wear apparel from their favorite postsecondary institution.

CollegeforTN.org During College App Week

College App Week provides a great opportunity for you to incorporate CollegeforTN.org's college and career resources into the classroom for middle and high school students at every grade level. Here are some ideas for how you can use CollegeforTN.org to bolster the college-going culture at your school.

Students can:

- Take an Interest Profiler Assessment to identify their interests and match them to careers
- Complete a Practice College Application.
- Explore Colleges in Tennessee.
- Learn about college programs and majors.
- Access free ACT test prep.
- Search for college scholarships.

For more ideas on incorporating College App Week into the classroom, we have more than 80 detailed lesson plans, which can be used during College App Week and continued throughout the school year:

Learn how to best use CollegeforTN.org resources and the Professional Center throughout the year by hosting an in-person CollegeforTN.org training for educators and administrators. Request a CollegeforTN.org training using this Request for Training Form. Trainings are still available prior to College App Week.

Many of these resources require that a student or professional create a CollegeforTN.org account. Please contact Kate Watts to create your own Professional Center Account, or learn how to batch create CollegeforTN.org accounts for all of the students at your school.

PAWS in Jobland

Elementary School Resource

College App Week is a great time to talk to Elementary age students about colleges and careers. CollegeforTN.org offers a comprehensive tool that offers lesson plans and activities to get students excited about college and future careers.

Career Exploration for Elementary Students

- Inspire career awareness in K-5 students
- Enable young students to identify their personal interests and explore over 100 different careers
- Help students successfully build crucial problem solving, critical thinking and reading comprehension skills with activities, audio and video tracks, and a job finder quiz.
- Save teacher preparation time with online professional resources, including 52 ready-made lesson plans and activities.

How to Access Paws in Jobland

1. Go to www.CollegeforTN.org
2. Click on the Paws in Jobland icon
3. Make sure that your pop-up blocker is turned OFF

To Access Lesson Plans

1. Go to www.CollegeforTN.org
2. Click on the “Are you an Educator?” icon
3. Look under Elementary School Resources

Please contact kate.watts@tn.gov for more information or to schedule an in-person training on CollegeforTN.org.

Section 5:

Student Resources

The Student Resources section includes technical guidance on how to guide students through College App Week. Key information in this section includes a copy of a sample college application and a helpful student handout detailing next steps once a student has successfully completed and submitted his/her college application(s).

IN THIS SECTION

- [Answers to Student FAQs](#)
- [Student Handout: Preparing for College App Week](#)
- [Student Handout: Tennessee College Application Fees](#)
- [Student Handout: Now That I've Applied, What's Next?](#)
- [Student Handout: Parts of a College Application](#)

Answers to Student FAQs

Students will have a lot of questions about the college application process, especially if they are a first-generation college student. Listed here are the answers to some common questions about online applications.

How do I submit my essay?

Please note some applications will require an admission essay or a personal statement. Remind students to bring their essay(s) with them. Some applications will allow the file to be uploaded. Others may require them to copy and paste from an existing document (which they may have stored on an external device such as a flash drive). Most essay questions are open-ended, but some may have word minimum and/or maximum limits. If there is a word limit, it will be specified within the essay question. If a student submits an essay that is too short or long, an error will be issued, and the student will need to revise his or her essay.

How do I submit official transcripts?

Most colleges and universities require applicants to submit a transcript, including their senior year schedule. Please develop a process that will allow your students to notify you of the colleges to which they would like you to send their official transcripts.

How do I submit official test scores?

If you have already taken the ACT or SAT and aren't sure if you sent your scores to your colleges of choice, you can contact both testing organizations (ACT or the College Board) about having your test score sent to additional colleges. Both organizations allow you to do this either on the web, over the phone, or by mail. Typically, fees will be involved with sending these test scores. To be sure if a college has received your test scores, call the admissions office at the school.

Is my information confidential?

Assure parents and students that all information submitted for official online applications is secure and confidential.



Preparing for College App Week: Instruction Sheet

Research Your College Options

Check out colleges and universities on the College Search feature at www.CollegeforTN.org. There, you can gather detailed information about a variety of colleges and universities.

Research Application Deadlines

While you are researching colleges, find out what deadlines, if any, campuses have for applications. Some schools will not accept applications after a certain date, so if you have a favorite school, make sure to find out early in your search what the application schedule is.

Some colleges also have different deadlines for different types of applications. Most schools will have a traditional application deadline, during which most of their applications are received. At some colleges, you can apply early (typically before December 1) as part of the "Early Decision" deadline, which will mean that if you are accepted at that school, you've committed to attending. "Early Action" deadlines typically come a few weeks after early decision deadlines and the applications aren't binding. If a school offers early action applications, that school will respond to your application early, but you're not committed to attend or make an earlier choice than you would with a traditional application.

Prepare for Application Fees

Most colleges require an application fee when you submit an online application. The introduction page to the application will inform you of the fee amount, if any. Unless you have a fee waiver from your school counselor, you need to be prepared to enter a credit/debit card number or mail a check once you complete your online application. If you think you may be eligible for an application fee waiver, contact your high school counselor.

Prepare Essay(s) and /or Personal Statement(s)

What if you are required to submit an admission essay or personal statement? Bring your essay(s) with you preloaded on a jump drive so that you can easily copy your essay into your online application. Make sure you have a hard copy as well for back-up. You will be able to upload your essay file or copy and paste it during the online application session.

Parts of a College Application

It is **your** responsibility to make sure that all of your college applications and all supporting materials are sent to the colleges to which you wish to apply. Your high school is responsible for sending the transcript and secondary school report (if required). **BUT** you, the student, are responsible for following your school's policy for requesting transcripts and letters of recommendations. Know what you are expected to do!

Listed below is everything that could be required, but you might not be asked to submit everything on this list to every college. For example, there are many colleges that do not require students to write essays. Also, there are many colleges that do not require standardized test scores.

WHAT IS INCLUDED IN A COLLEGE APPLICATION?

1. Official Transcript: Your transcript is the record of all the courses you have taken for high school credit, your grades, and credits earned. Other information that might be included: GPA, class rank, standardized test scores, courses in progress. This is normally sent directly from your high school to the college.

2. Standardized Test Scores: ACT or SAT scores. Most colleges require that your scores be sent directly from the College Board or ACT.

3. The Application Form: You are responsible for requesting an application form, completing it, and submitting it by the college deadline (by mail or online). Many colleges accept The Common Application. No matter what school or what application, these will be important components:

- Personal and educational data (e.g., name, address, phone number, e-mail, citizenship and residency information, high schools you have attended, college credits you have earned, parental information, senior year schedule, standardized test scores)
- Honors and awards
- Extracurricular, personal, and volunteer activities
- Employment, internships, and summer activities (some colleges allow you to submit a resume in addition to the activity section of their application)
- Essays, both short answer and a longer personal essay
- Disciplinary information
- Application fee (many colleges will accept fee waivers—ask a counselor)
- Signature
- For certain majors, you may be required to audition or submit a portfolio of artistic work.

4. Secondary School Report Form or Counselor Recommendation Form: This is not required by all colleges but, if it is required, you are responsible for submitting this form to the college.

5. Mid-Year Report Form: This form is not required by all colleges, but if it is required, it will be submitted by your high school; however, you must request that it be sent. The purpose of the form is for the college to see your grades from the first term of your senior year.

6. Teacher Recommendation Form: This form is not required by all colleges; however, you are responsible for asking a teacher to complete it and giving that teacher all the necessary information. Look over this form and imagine what one of your teachers would say about you. Colleges are not only looking for teachers from courses where you did well, but from teachers who know you well and can talk about your work ethic, inquisitive nature, and motivation to learn. If you're nervous about asking a teacher to write a recommendation, ask your counselor about how to talk to your teachers about recommendations.

College Application Fees

Public Undergraduate Colleges/Universities

University of Tennessee

University of Tennessee- Knoxville: \$40

University of Tennessee- Chattanooga: \$30

University of Tennessee- Martin: \$30

University of Tennessee Health Science Center: \$75

Public 4-year Institutions

Austin Peay State University: \$15

Chattanooga State Community College: FREE

Cleveland State Community College: \$20

Columbia State Community College: \$10

Dyersburg State Community College: FREE

East Tennessee State University: \$25

Jackson State Community College: FREE

Middle Tennessee State University: \$25

Motlow State Community College: \$25

Nashville State Community College: \$20

Northeast State Community College: \$10

Pellissippi State Community College: FREE

Roane State Community College: FREE

Southwest Tennessee Community College: \$10

Tennessee State University: \$25

Tennessee Tech University : \$25 undergrad

University Of Memphis- \$50 (\$25 early admission discount)

Volunteer State Community College: \$20

Walters State Community College: FREE

College Application Fees

Private Undergraduate Colleges/Universities

Private 4-year Institutions

Art Institute of Tennessee: \$50

Aquinas College: \$25

Baptist Memorial College of Health Sciences: \$25

Belmont University: \$50

Bethel University: \$30

Bryan College: \$35

Carson-Newman College: \$50

Christian Brothers University: FREE

Cumberland University: \$25

Fisk University: \$25

Freed-Hardeman University: FREE

Hiwassee College: \$25

John A. Gupton College: \$50

Johnson University: \$35

King College: FREE

Knoxville College: \$25

Lane College: FREE

Lee University: \$25

LeMoyne-Owen College: \$25

Lincoln Memorial University: \$25

Lipscomb University: \$50

Martin Methodist College: \$30

Maryville College: FREE

Memphis College of Art: \$25

Milligan College: \$30

O'More College of Design: \$50

Rhodes College: FREE

South College: \$50

Southern Adventist University: \$25
(\$40 paper application)

Tennessee Temple University: FREE

Tennessee Wesleyan College: FREE

Trevecca Nazarene University: FREE
(\$25 paper application)

Tusculum College: FREE

Union University: \$35

University of the South: FREE

Vanderbilt University: \$50

Watkins College of Art and Design: \$50

Welch College: FREE

Now That I've Applied, What's Next?

Congratulations! You are one step closer to college! You have finished a big step, but you still have a few more things to consider before you complete the college application process.

How do I pay for application fees?

You may be required to pay an application fee for some college applications or you may qualify for a fee waiver to cover the cost of application fees. For further information on fee waivers, speak directly with your school counselor. If you are required to pay, here are a few payment options:

CHECK Once you have submitted your online application, you can send a check in the mail to that school. Be sure to include a copy of your confirmation page with your payment.

CREDIT CARD You can pay with a credit card online. Check to see what cards each school accepts (e.g., Visa, MasterCard, American Express, Discover). If you decide to pay with a credit card, the following information is required:

- Type of card
- Credit card number
- Expiration date
- Name as it appears on the card
- Security code (the three- or four-digit number on the back of the card)

What about additional information?

Depending on the school, you may be required to submit additional information to complete the application process. They may ask you to submit essays, test scores, and/or transcripts. It is best to find out the application requirements for each school you plan to apply to prior to completing the online application. Do not delay submission of those documents. The sooner you submit them, the sooner you receive a response from the school.

How do I confirm submission of my application?

Once you have completed and submitted your application, you will often be directed to a confirmation page. Make sure you print this page for your records, and some schools may require you to submit a signed copy to complete the application process.

When will I hear from the schools?

The schools' admissions offices should contact you through e-mail or by letter once you have submitted all the requirements for the application process. If you do not hear from them within one to two weeks, contact the admissions offices of the schools you applied to and follow up on your application status.

I've applied. Now how do I pay for college?

Worried about paying for college? There are plenty of resources out there to help you make it happen. To learn more about financial aid options that could work for you, visit www.CollegeforTN.org. In order to receive any form of financial aid, you will need to complete and submit a Free Application for Federal Student Aid (FAFSA) form. You may be eligible for additional aid, so it's a good idea to complete your application form early.

Section 6:

College App Week Best Practices

College App Week 2014 will be Tennessee's seventh annual event. Schools that have participated in the past five College App Weeks have come up with a number of successful ideas to promote a college-going culture in their high schools during the event. From a college-themed tailgate to a school-wide door decorating contest, counselors and teachers across the state have shared their favorite ideas for College App Week.

IN THIS SECTION

- [Best Practices from past College App Weeks](#)
- [College App Week Handout from Oasis College Connection](#)

College App Week Best Practices



College App Week Tailgate at Milan High School

College App Week Tailgate

From Milan High School in Milan (Gibson County)

Milan High School hosted a “College App Week Tailgate Party” for seniors during College App Week in Gibson County. School counselor Carol Parkins organized the tailgate and encouraged seniors to wear shirts with college logos and talk about their plans for college at the event.

Milan High School gave away prizes (many donated from local colleges) to students who had applied to college and students who had created accounts on CollegeforTN.org.

Door Decorating Contest

From Bradley Central High School in Cleveland (Bradley County)

Bradley Central High School encouraged all teachers in the school to participate in a door decorating contest leading up to College App Week. Teachers were asked to decorate their door with the theme of their alma mater or of a local college and each door had to include information on how to apply to that particular college (such as a link to a website).

Teachers included their homeroom students in the door decorating. During College App Week, school counselors determined the winning doors and the associated homeroom classes were rewarded with a pizza party.



Doors from Bradley Central High Schools's door decorating contest

Evening Sessions and Local Web Resources

From Montgomery Central High School in Cunningham (Montgomery County)

“We had two evenings scheduled into our library which has 35 student computers. We had three counselors and National Honor Society students that had already completed online college applications present to work with students and parents.

We also have a web site with links to many college search sites, scholarships, etc... that we briefly reviewed with parents and students. The web site is: <http://montgomerycentral.weebly.com>”

“I Applied” Posters

From Cornersville High School in Cornersville (Marshall County)

“We adapted the College App Week sign-in sheet to poster size with a sub-heading of ‘I Applied!’ and had all students who applied to college/tech schools sign in permanent marker. The poster is on display in our high-school hallway as incentive and to promote post-secondary pursuits!”

College App Week Best Practices

College Pennants and A Full Week of Programming

From McEwen High School in McEwen (Humphreys County)

“We had teachers decorate pennants for their doors that showed their favorite schools or the schools from which they graduated. We also issued these same pennants to be decorated to the seniors who completed college applications. Seniors received a pennant for each school they applied to and they then placed it or them on the outside of their locker. The students seemed to really enjoy that and it made them proud to display their choices.

We also had guest speakers on college related topics for our juniors and seniors and did advisory lessons for all grades to include our entire student body in this process. We had daily announcements with application tips and facts on why going to college is important. The school also bought 3 gift cards that the students were entered to win for every college application they completed. We held the drawing on Friday of College App week, which was a great way to end our week.”

“Look at WHOOO Applied” Bulletin Board

Middle College at Austin Peay State University in Clarksville (Montgomery County)

“Our favorite activity was the Bulletin Board we completed with the names and pictures of students and where they had applied to college. We used an owl theme of ‘Look at WHOOO applied to college.’

Students and teachers have really enjoyed seeing where other students have applied. We’ve even heard other students comment about how many more options the student who applied to five schools will have in comparison the one who only applied to one or two.”



Bulletin Board from Middle College at APSU

College Map for Tennessee and Beyond

From Clinton High School in Clinton (Anderson County)



College Map at Clinton High School

- “Throughout the year, we collect college things (from meetings, college fairs, etc.) and give them away to the first students who apply during College App Week (hats, banners, cups, mugs, lanyards, teeshirts, etc.).
- We have an ‘I applied to...’ bulletin board in the counseling office. All seniors sign when they’ve applied and requested a transcript.
- We have another bulletin board with a map of the US and Tennessee listing where our faculty/staff went to college. (Most went to UTK so they got their own big “T”!) The kids and staff found it interesting to see where everyone went to school.”

College App Week Best Practices

Pairing College App Week with Governor's School Application Night

From South Pittsburg High School in South Pittsburg (Marion County)

"We had a college and scholarship application night paired with Governor's Schools application help. This way we focused on college activities for students in grades 10 through 12. We set up laptop computers in the cafeteria, provided refreshments and allowed students and parents to attend from 3:00 pm - 8:00 pm to work on college applications and scholarship applications with assistance from the school counselor and our parent involvement coordinator. We had almost 60% of our seniors participate in this event.

We also had our local Navy recruiter spend a day at the school and speak in multiple classrooms. He focused on academic opportunities provided through military service, such as NROTC Scholarships, engineering opportunities, reserves vs. active duty, and the military academies. He spoke in our Project Lead the Way pre-engineering classes, chemistry classes, and senior English classes."

College App Week Activity Worksheets

From the Oasis Center in Nashville (Davidson County)

The Oasis Center's College Connection program hosts College App Week events with its students to help them prepare and submit applications, often supplementing programs held at students' schools during the week. The Oasis Center uses the activity sheet handout to help students write down and plan out their own college application plan. (See page 47 for a copy of the handout.)

College Application Checklists

Camden Central High School (Benton County)

I use a brightly colored checklist for the students so that they can take the checklist home and talk with parents, especially if they didn't finish the list of To Do's.

College App Week Activities at Elementary School

Cane Ridge Elementary School (Davidson County)

We made a college grad wall with pictures of our teachers in elementary school titled "Back When We Were College Grads." Pictures were accompanied by what colleges each teacher attended. Students, parents, and faculty enjoyed this. We also had multiple local colleges bring out a ton of material for displays in the main lobby. We did virtual college tours on the computer and discussed majors as how they relate to what career you want to do.

Guest Speakers at Middle School

Norris Middle School (Anderson County)

One afternoon, we had guests from the community come out and speak to our 8th grade students about how their college education helped them prepare for their career. Occupations represented included - Materials scientist, chiropractor, TWRA officer, police officer, media specialist, public school administrator, business manager of IBEW union, real estate broker, EMS manager, veterinarian, to name a few.

College App Week Best Practices

Letter to District Principals and Teachers

Union County Public Schools

Union County Public Schools Director of 7-12 Instruction sent the following email to all principals in the school district. The letter can also be adapted for teachers:

Principals,

As I mentioned in last week's principal's meeting, College App Week is September 29 – October 3. There will of course be activities surrounding high school seniors, but we want to begin a college-going culture throughout the elementary, middle and high school campuses.

That is why we are asking all teachers, on October 1st, to share in 5-10 minutes their educational background by talking about what college they attended, who helped them get there or inspired them to go, and any other college-going experiences that students would benefit from hearing.

Also, faculty and staff members are encouraged to do such things as: bring a photograph of them wearing their cap and gown to display; wear something of their alma mater; go to your college's website using your computer to show them what it looks like; make a flyer to post with their educational background; or create a bulletin board displaying things from their alma mater.

I'm sure that teachers of younger grades may have to explain to their class what college is, but this is a great opportunity to start the college-going message. "I went to college, you can too!" or "The road to college begins today."

Remember – You may be the only person they know that graduated or even went to college!

Thanks in advance for your help!

College App Week Worksheet

