Best Practices for Site Coordinators

Planning Your Event

Reserve your event date early, get it on the school calendar and reserve any computer lab or classroom space.

Students will need to verify their non-school email as part of the application process. Be sure that they are able to access common email domains, such as Google or Yahoo. Depending on your school's cellphone policy, it may also be helpful for students to have their cellphones during this time to check their email, ask their parents questions or even call the school they are applying to.

College and Career Exploration and Preparation (Before the Event)

Make October a college- and career-focused month for the entire high school that gets the teachers, younger students and even the community involved! Activities or events like speakers, career aptitude and interpretation assessments, classroom lessons and using the College Application Month resources will allow your students to make a well-informed decision on their application day.

Create folders for students that has the information they are going to need to successfully complete their day: high school transcripts, ND College Admissions Guidelines, Supplies to Apply, Student Instructions, etc.

Consider having individual parent/guardian meetings before your event to discuss students' postsecondary plans. Sites who held these meetings reported that they were beneficial to the long-term success of the students; not just during the application event but through the rest of their senior year.

Go over the **Senior Information for Applications** https://bnd.nd.gov/wp-content/uploads/senior_information_for_applications.pdf document with students, so that they know what information they will need to know such as SSN, birthdate, parent information, etc.

Get your teachers and other staff involved! Encourage teachers and administrators to use the "I Graduated" signs and College Bingo game to talk to students about their college experiences.

Encourage students to take courses, watch videos or review other content on Smart with My Money about preparing for college, smart borrowing or other topics. Smart with My Money is available in PInfinite Campus.

Day of Event

Have a copy of the hotline numbers, FAQs and admissions guidelines available for volunteers.

Greet the volunteers when they arrive and explain the structure, details and expectations of your event. You may even choose to hold a short meeting before you get started.

Make any application waiver codes easily accessible for students.

Have transcripts or transcript request forms available for students who want to send their transcripts to colleges that day.

Take photos and post to your school's social media. Tag @BankofND and use the hashtags: #iapplied #collegeapplicationmonth #BNDConfident on your posts.

After the Event

Ensure that students who applied follow through with their applications by sending transcripts, test scores and any other admissions requirements.

Share your experience with us! Tag **@BankofND** and use **#Iapplied #CollegeApplicationMonth #BNDConfident** on all social networks.

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