

Section 1: Planning your college application campaign

Site Coordinator Checklist

Use the blank spaces for additional tasks necessary for planning your event. Remember, you don't have to do all this work alone! Recruit volunteers and co-workers to assist.

September		
Status	Due Date	Task
<input type="checkbox"/>		Reserve computer lab space for Iowa College Application Campaign
<input type="checkbox"/>		Review the Site Coordinator Guide and contact Iowa College Aid with any initial questions. Contact: Keyli Keifer • 515-725-3456 • keyli.keifer@iowa.gov
<input type="checkbox"/>		Recruit your core Iowa College Application Campaign implementation team and determine your school's College Application Campaign dates and which activities you plan to undertake.
<input type="checkbox"/>		Distribute the "College Application Campaign Overview for Teachers, Staff, Volunteers and Community Members". Encourage them to brainstorm college-planning activities to be held during your Iowa College Application Campaign.
<input type="checkbox"/>		Distribute the "College Application Campaign Checklist" and a copy of "Your Course to College" to students and send "all-call" notifications to parents.
<input type="checkbox"/>		Have students complete the "Senior Survey" (page 38) to determine students plans for after high school.
<input type="checkbox"/>		Solicit door prizes from area colleges and businesses. It is a good idea to put someone on your committee in charge of this task. (See sample request letter included in Section 2).
<input type="checkbox"/>		Recruit any additional volunteers from your school and community to assist students in Iowa College Application Campaign labs and in planning and coordinating event activities. Consider involving student clubs.

October		
Status	Due Date	Task
<input type="checkbox"/>		Work with your school counseling staff to determine which senior students have not yet applied to college, so that you can target them during Iowa College Application Campaign.
<input type="checkbox"/>		Create a detailed schedule of Iowa College Application Campaign activities and distribute it to teachers and school staff.
<input type="checkbox"/>		Send a second copy of the "College Application Campaign Checklist" home with students; Send "all-call" reminders to parents.
<input type="checkbox"/>		Provide students with the "Student Reminder" handout about items they should have on hand to complete college applications.
<input type="checkbox"/>		Confirm the participation of your volunteers.
<input type="checkbox"/>		
After Iowa College Application Campaign		
<input type="checkbox"/>		Work with your counseling office to complete the required Iowa College Application Campaign survey.
<input type="checkbox"/>		Send press releases (see Section 3) and photos to your local newspaper and other media outlets. Post your photos and updates on Iowa College Aid's Facebook page (only IF you have school media releases on file for students pictured).
<input type="checkbox"/>		Send thank you notes to volunteers and donors who supported Iowa College Application Campaign. Consider sending handwritten notes from students!