

**APPLY YOURSELF!**



**FLORIDA  
COLLEGE APPLICATION WEEK**

**2017 SITE COORDINATOR TOOLKIT**



research • communication • advocacy • support



# DATA COLLECTION

This section will help you:

- Develop a data collection strategy
- Collect data about your event's results
- Report data to Florida CAN

# DATA COLLECTION METHODS

## Best Practices

- To protect student privacy, do **not** include student names in data submitted to Florida CAN
- Schools may choose to collect student-level data to follow up with students and track long-term effectiveness of their application week events

## Collecting Student-Level Data

- Print out Senior Sign-Out Sheet and have students complete it before leaving
- Set up a table where students will sign out and receive their “I Applied” sticker
- Note that Florida CAN provides stickers free to schools that register for Apply Yourself Florida on a first-come, first-served basis

## Collecting Data Tallies

- Use this option if you are not interested in student-level data
- Designate a volunteer to ask each student how many applications they submitted
- Maintain a tally sheet tracking of the number of students in one column, and the number of applications in the other

## Reporting Your Data

- Florida CAN will email the link to the Site Coordinator Survey before the first week of December
- In this survey, report the number of students participating, and the number of applications submitted



# Senior Sign-Out Form

Name: \_\_\_\_\_

**Was this your first college application?**

- Yes
- No

**Are you a first generation college-going student?**

*A first generation student is defined as neither parent having completed a degree*

- Yes
- No
- Unsure

**Schools Applied To:**

College Name	Application Completed?	Fee Waiver Used?	Transcript Request Submitted?
	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No

**Notes to School Counselor:** \_\_\_\_\_

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