

APPLY YOURSELF!



**FLORIDA
COLLEGE APPLICATION WEEK**

2017 SITE COORDINATOR TOOLKIT



research • communication • advocacy • support



MANAGING VOLUNTEERS

This section will help you:

- Identify tasks for volunteers
- Recruit volunteers for your event
- Provide volunteer training and resources

VOLUNTEER RECRUITMENT

Where to look for volunteers:

- School alumni
- Student families/PTA (Parent Teacher Association)
- Civic and church groups
- Community college or university faculty, admissions, community engagement, and financial aid representatives
- Student organizations from local colleges/universities
- Business, community, and local government leaders
- Members of a Local College Access Network (LCAN)
- Youth programs (YMCA, Boys and Girls Club, United Way)

Here's a Tip!

We recommend having 3 volunteers to work with each group of 20-25 students. Make sure you have enough volunteers to cover breaks!

How to reach potential volunteers:

- Send potential volunteer groups the volunteer recruitment letter
- Always mention the need for volunteers in promotional communications
- Reach out to student leaders in your school. For example, students who have already completed their applications could help other students during the event
- Create a system for collecting volunteer information. Sites like Wufoo, Google Forms, and Survey Monkey can help you create online forms.
- Find out whether your school's policy requires a background check

Pre-Event Tasks for Volunteers

- Assist students with admissions essays
- Seek sponsors from the business communities
- Support promotion and outreach efforts
- Post directional signs around the school for the event
- Decorate for the event

Tasks for Volunteers During the Event

- Help students access college/university website and begin application
- Guide students through college application process and answer questions
- Monitor printers to ensure printed applications remain in order and paper is stocked
- Distribute "I Applied" stickers
- Ensure students either complete a sign-out sheet or report number of applications submitted

VOLUNTEER MANAGEMENT

Volunteer Training

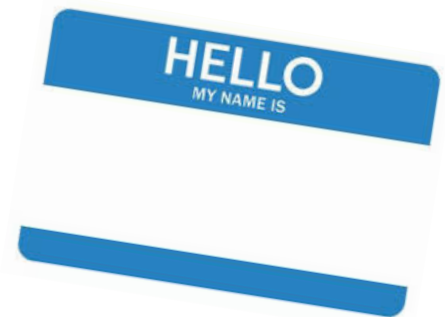
- Plan to hold volunteer training either the week before or the day(s) of your event
- Host training in person or via webinar
- FCAN provides training PowerPoint and sample agenda
- For technical assistance with volunteer training, contact the Statewide Programs Coordinator

Before the Event

- Identify responsibilities and duties for your volunteers
- Consider creating shifts for greeting, sign-in, computer lab, and other activities
- Create a short explanation of each volunteer role
- Finalize a volunteer list and send out Volunteer Reference Guide to notify volunteers of event details
- Conduct a volunteer training

During the Event

- Provide water and snacks for volunteers, especially if they are working for more than 2 hours
- Provide nametags for volunteers
- Conduct a quick orientation before the event, or host a day-of training



Following Up

- Send out Volunteer Thank You Letter to all volunteers
- Inform volunteers of future opportunities to help with other College Ready Florida Initiatives

Volunteer Recruitment Letter/Email

Dear **[NAME OF ORGANIZATION/INDIVIDUAL]**,

This year, **[NAME OF YOUR HIGH SCHOOL]** will participate in Apply Yourself Florida, also known as Florida College Application Week. This is part of a nationwide effort to increase the number of first-generation and low-income students pursuing postsecondary education. The event helps high school seniors navigate the complex college admissions process. It also ensures every graduating student applies to at least one postsecondary institution (2-year or 4-year college, certificate program, or vocational school).

Volunteers who support students are essential to the success of this event. We will be hosting our event on **[DATE(S) AND TIME]** and welcome representatives from **[NAME OF ORGANIZATION]** to assist our school.

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 appreciate your help and support as they take a big step toward going to college.

If you or any of your colleagues at **[NAME OF ORGANIZATION]** are interested in working with **[NAME OF YOUR HIGH SCHOOL]**, please contact me at **[SITE COORDINATOR INFO]**.

Thank you!

[SITE COORDINATOR NAME]

[YOUR TITLE]

[CONTACT INFO]

Volunteer Reference Guide

Thank you for volunteering for [HIGH SCHOOL NAME]'s Apply Yourself Florida event! On [DATE(S)], all graduating seniors will be encouraged to apply to college. The collaborative efforts of the administration, faculty, staff, students, their families, and volunteers like you make [EVENT NAME] possible. We appreciate your commitment to making college a reality for our students!

About Apply Yourself Florida

Apply Yourself Florida is an initiative to increase the number of first-generation and low-income students pursuing postsecondary education. This initiative helps high school seniors navigate the complex college admissions process and ensures that every graduating student applies to at least one postsecondary institution (2-year or 4-year college, certificate program, or vocational school).

On [DATE(S)], [NAME OF HIGH SCHOOL] will set aside time during the school day for this event. During this time, graduating seniors will have the opportunity to complete at least one college application. Volunteers will be on hand to answer questions about the process.

Logistical Information for [HIGH SCHOOL NAME]:

Location

(Name of High School) is located at (address). (High School Event Name) will be held in the (location), which is located (description).

Event times/Shift times

(What time and date will the volunteer be working at your school?) Please plan to arrive (x) minutes prior to the start of your volunteer shift.

Parking

(Provide information here regarding where volunteers can park (usually visitor parking) and where it is located. What should volunteers do if that parking is full?) Upon entering the school, please go to (location) to check-in.

Attire

We ask that volunteers please come dressed in college attire. (Add other details as needed)

Breaks

(If needed, when will breaks be given?) (If hosting near breakfast or lunch, what are options for your volunteers?)

Contact information for volunteer questions on day of event

For questions on the day of event, please call (contact) at (phone number).

Volunteer Thank You Letter/Email

Dear **[VOLUNTEER'S NAME]**,

On behalf of **[NAME OF YOUR HIGH SCHOOL]**, I would like to personally thank you for volunteering your time at **[EVENT NAME]**. This event could not have been a success without your help and the help of many others who volunteered.

During **[NAME OF HIGH SCHOOL'S EVENT]**, **[NUMBER OF SENIORS SUBMITTING COLLEGE APPLICATIONS]** of our seniors submitted over **[NUMBER OF COLLEGE APPLICATIONS SUBMITTED]** college applications to colleges and universities across Florida and the country. Thanks to our seniors' hard work and the assistance of volunteers like you, they are one step closer to achieving their dreams of attending college!

Once again, **[NAME OF YOUR HIGH SCHOOL]** thanks you for your time invested at **[NAME OF HIGH SCHOOL'S EVENT]**! We look forward to seeing you throughout the school year and especially at our event next year.

Sincerely,

[YOUR NAME]

[YOUR TITLE]