

# FLORIDA COLLEGE DECISION DAY

## SUPPLEMENTAL GUIDE C: VOLUNTEER MANAGEMENT



research • communication • advocacy • support

# SAMPLE PRESS RELEASE

## Why Volunteers?

- Reaching out to businesses, organizations, and community groups and their members during Florida College Decision Day can help create a **sustainable college-going culture** at your school
- Recruiting volunteers to help out or donate food and supplies will ensure **a successful event**
- Volunteers can **greet** and **sign in** students, assist with **set up/clean up**, or **distribute information** about next steps
- Use the **templates** and **resources** provided to help recruit and inform volunteers for your event.

## Recruiting Volunteers

- **Identify contacts** in your community who may be interested in helping to make your College Decision Day event a success by donating time and/or resources. Some examples may include:
  - Local College Access Network (LCAN). If you aren't sure whether there's an LCAN in your community, or if you'd like help getting in touch with your community's LCAN, please reach out to Amy Bolick at [abolick@floridacollegeaccess.org](mailto:abolick@floridacollegeaccess.org).
  - Mayors, city leaders, or other elected officials
  - School alumni
  - Underclassmen
  - Student families, PTA (Parent Teacher Association)
  - Volunteer, senior, or church groups
  - Community college/university representatives, ex. faculty, admissions office, and financial aid
  - Business, community, and political leaders
  - Youth programs (i.e., YMCA, Boys and Girls Club, United Way)
- Send potential volunteer groups a **Volunteer Recruitment Letter**
- When promoting your Florida College Decision Day event, **always mention the need for volunteers** in your communication
- Create a system for **collecting volunteer information**. Depending on your school district's policy, you may need to conduct a background check

## Information for Volunteers

- Identify **specific responsibilities** and duties for your volunteers, such as greeting, handing out prizes or certificates, set up/tear down, managing food and beverage table(s), etc.
- **Finalize a volunteer** list and, as a reminder, send information using the following template notifying volunteers of event details.
- Provide **name tags** for volunteers on the day of the event.
- Conduct a **quick orientation**, perhaps the morning of the event, to familiarize volunteers with the details of your event.
- Provide **water and snacks** for volunteers, especially if they will be volunteering for more than two hours.
- Send a **thank you letter** to all volunteers for their dedication to Florida College Decision Day!

# VOLUNTEER RECRUITMENT EMAIL

SCHOOL LOGO  
SCHOOL ADDRESS

[date]

Dear [name of organization],

[Name of your high school] is pleased to announce its participation in Florida's College Decision Day. The goal of College Decision Day is to recognize high school seniors for their postsecondary plans and encourage younger students and families to prepare early for postsecondary education. College Decision Day is held annually on or around May 1 and is designed to coincide with the date that most seniors must inform a college of their plans to enroll.

College Decision Day is inspired by the NCAA's National Signing Day to reinforce that excellence in the classroom should be given as much pomp and circumstance as excellence as an athlete. NCAA's National Signing Day is when high school seniors sign a letter of intent to play sports at a specific college. Traditionally, players participate in press conferences to announce their intentions.

We will be hosting our event on [date and time] and would welcome representatives from [name of organization] to visit our school during this exciting and important time. Volunteers can greet and sign-in students, hand out prizes, set up, clean up, or manage the food and beverage table [tweak this sentence to fit your volunteer needs]. Our students would really appreciate your help and support as they announce their postsecondary plans.

If you or any of your colleagues at [name of organization] are interested in working with [name of your high school] in any capacity, **please contact me at** [site coordinator information].

Thank you!

[Your Name]  
[Your Title]  
[Contact Information]

# VOLUNTEER THANK YOU LETTER

SCHOOL LOGO  
SCHOOL ADDRESS

[date]

Dear [volunteer's name],

On behalf of [name of your high school], I would like to personally thank you for volunteering your time at our College Decision Day event. This event could not have been a success without your help and the help of many others who volunteered their time.

During College Decision Day, we recognized [number of seniors] of our seniors for their postsecondary plans. Our seniors are one step closer to actualizing their dreams of attending college!

[summarize events or include any press coverage]

Once again, [name of your high school] thanks you for your efforts and contribution of time at College Decision Day! We hope to see you at our event next year.

Sincerely,

[Your Name]  
[Your Title]  
[Contact Information]

# VOLUNTEER TRAINING

## Purpose of Training

- Provide volunteers with **enough information** to be useful to you and the students but not so much as to overwhelm them
- In addition to the very real assistance they can provide to ensure that College Decision Day is successful, they also are likely to become **college access advocates** in the community
- Host sites are **not required** to provide a volunteer training. It is up to you based on who you have selected as volunteers and if they feel comfortable with the tasks you are expecting them to complete.
- You can provide it as a **short face-to-face gathering** either a week before the event or the day of the event.
- Be sure, as well, to fulfill your school's **background check requirements** for non-school personnel who work with students.

## Sample Agenda

- **Welcome and Thank You!**
  - Have all volunteers sign in and provide you with name, phone number(s), and address (you will need the address later when you send a follow-up thank you note)
- **Purpose** of Florida's College Decision Day
- College Decision Day **Logistics**
  - Provide a **short tour** of the school highlighting where the event will be held, principal's office, facilities they may use or go into and those that they should not
  - **Dates and times** College Decision Day will be held in your school
  - **Times** that volunteers are expected to be available (it is strongly recommended that they are asked to arrive 15-30 minutes prior to the start of the event)
  - **Assign tasks** to be done by volunteers
- **Questions?**