

Here are some helpful tips for coordinators to make the program run smoothly.

### Right Away We Will Need:

- ✚ A signed Letter of Agreement
- ✚ Your help creating a document listing local academic support and enrichment opportunities (this should be shared with ACPE and teachers) – **Lesson 3**
- ✚ Your help recruiting and preparing a career panel – **Lesson 5**

### In Preparation for the Event You May Wish to Consider:

- ✚ Reviewing the Teacher's Guide pg. 7-9
- ✚ Providing a campus t-shirt or cap and gown – **Lesson 1**
- ✚ Asking campus staff to talk with students about admissions – **Lesson 3**
- ✚ Asking campus staff to talk with students about financial aid – **Lesson 4**
- ✚ Talking with students about what to expect during the campus visit – **Lesson 6**

### Leading Up to the Event We Will Need You to:

- ✚ Work with teachers to make sure curriculum is on track
- ✚ Work with teachers to make sure pre-surveys are completed and submitted
- ✚ Provide ACPE with an event schedule

### After the Event We Will Need You to:

- ✚ Work with teachers to make sure post-surveys are submitted (w/in 1 week of campus visit)
- ✚ Provide ACPE with completed coordinator's evaluation (w/in 1 week of campus visit)
- ✚ Provide ACPE with completed evaluations from presenters and event volunteers (w/in 1 wk of campus visit)

# SUGGESTED TIMELINE

## Campus Coordinator

Activity:	Description:	Purpose:	Deadline:
<b>Kickoff Meeting, Application &amp; Letter of Agreement</b>	<p>ACPE will invite institutions to apply, then host a telephonic kickoff meeting to answer questions.</p> <ul style="list-style-type: none"> <li>• Campuses complete all parts of the application and submit to ACPE.</li> <li>• Prior to submitting application, discuss interest in applying and date options with both your campus and elementary school(s) – select 3 dates that work for your campus and elementary school(s).</li> <li>• Sponsors will review applications then send an offer in the form of a Letter of Agreement for you to review, sign &amp; return.</li> </ul>	<ul style="list-style-type: none"> <li>• Applying by the deadline allows the sponsors to begin planning (exact estimates of ordering &amp; shipment of materials).</li> <li>• Campuses and schools each have separate applications to complete.</li> </ul>	<ul style="list-style-type: none"> <li>• Applications due Oct. 15 each year.</li> <li>• Application period is typically open for 2-3 weeks.</li> <li>• Letters of Agreement should be signed and returned ASAP, no later than 1 week after receipt.</li> </ul>
<b>Coordination with Elementary School(s)</b>	<p>Contact schools/teachers prior to submitting application to discuss their interest in applying.</p> <ul style="list-style-type: none"> <li>• Schools must submit formal applications similar to campuses and will also receive Letters of Agreement.</li> <li>• Remind teachers and principals about program format, curriculum, materials to expect, and the importance of pre-/post- surveys.</li> <li>• Work with teachers to select mutually agreeable dates for visits to the school for the lessons you plan to help with, including the career panel in Lesson 5.</li> <li>• It may be helpful to confirm who at the school will make transportation arrangements and remind them of campus arrival/departure times.</li> </ul>	<ul style="list-style-type: none"> <li>• Allows teachers to be informed of the event details &amp; classroom activities for their students.</li> <li>• Allows teachers / school to know what is expected of them.</li> <li>• Provides an opportunity to discuss the lesson schedule so that you and the teacher can best work together.</li> </ul>	<ul style="list-style-type: none"> <li>• Contact schools to determine their interest prior to submitting campus application.</li> <li>• Begin discussing career panel and other schedule coordination within 2 weeks of receiving the Letter of Agreement.</li> </ul>
<b>Logos</b>	<ul style="list-style-type: none"> <li>• Provide ACPE with a good high resolution clean jpeg and eps image of the campus logo (if your campus is a new partner or your logo is new).</li> <li>• Include sponsors in all printed materials (ask ACPE for K2C/ACPE/UA CSP logos).</li> </ul>	<ul style="list-style-type: none"> <li>• Sites are provided with K2C welcome banner w/campus logo.</li> <li>• Sponsor &amp; program logos should be included in all print materials to allow for proper recognition</li> </ul>	<ul style="list-style-type: none"> <li>• As soon as Letter of Agreement is signed.</li> </ul>

## SUGGESTED TIMELINE Campus Coordinator

<b>Curriculum</b>	<p>Teacher's guides and student workbooks will be mailed directly to the schools. Coordinators will receive their own copy of the teacher's guide.</p> <ul style="list-style-type: none"> <li>• Encourage teachers to integrate activities into daily lessons as possible (ideally 3-6 weeks of instruction with the student workbook).</li> <li>• Curriculum consists of six 60-minute lessons.</li> <li>• Optional supplemental activities found in the back of the teacher's guide can extend each lesson up to 30 minutes each.</li> </ul>	<ul style="list-style-type: none"> <li>• Helps prepare students to plan their own college and career pathways.</li> </ul>	<ul style="list-style-type: none"> <li>• Curriculum must be completed prior to the campus visit.</li> <li>• Six lessons and optional supplemental activities should be spaced out over 3-6 weeks.</li> </ul>
<b>Review Coordinator Responsibilities in Teachers Guide</b>	<p>The Teacher's Guide identifies additional opportunities for campus staff involvement (pg. 7-9).</p> <ul style="list-style-type: none"> <li>• You may want to provide a campus t-shirt or cap and gown for Lesson 1.</li> <li>• Please create a document listing the academic support and enrichment opportunities available in your community and provide this to ACPE and the teacher for use in Lesson 3.</li> <li>• You may wish to have campus staff talk with students about admissions in Lesson 3.</li> <li>• You may wish to have campus staff talk with the students about financial aid in Lesson 4.</li> <li>• Please work with the teacher in recruiting for and preparing a career panel for Lesson 5.</li> <li>• You may wish to talk with the students about what to expect during their campus visit or just provide the proper information to the teacher for Lesson 6.</li> <li>• Please work with the teacher to select mutually agreeable lesson dates.</li> </ul>	<ul style="list-style-type: none"> <li>• Further strengthens the program curriculum.</li> <li>• Helps students understand the material and ask questions of the experts.</li> <li>• Helps students better envision themselves as college students and future professionals.</li> </ul>	<ul style="list-style-type: none"> <li>• Review and begin planning within 2 weeks of receiving Teacher's Guide.</li> </ul>
<b>Pre- &amp; Post-Surveys for Students</b>	<p>Each participating student should complete a pre-survey prior to beginning student workbooks. Post-surveys should be completed at close of program.</p> <ul style="list-style-type: none"> <li>• ACPE will provide to and collect surveys from teachers.</li> <li>• When talking with schools, please remind teachers the importance of the pre- &amp; post-surveys which help us gauge program impact and student attitudes about college.</li> <li>• Any post-surveys completed during the campus visit should be submitted to Shelly Morgan at ACPE.</li> </ul>	<ul style="list-style-type: none"> <li>• Assesses the student's opinions and plans about high school and college prior to the start of curriculum.</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-surveys should be completed 1 week prior to beginning curriculum (7 weeks prior to campus visit.)</li> <li>• Post-surveys should be completed within 1-2 days of program completion.</li> </ul>

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## Campus Coordinator

<b>Invite Faculty &amp; Staff to Lead Hands-On Classes</b>	<p>Begin scheduling age-appropriate classes for the campus visit date.</p> <ul style="list-style-type: none"> <li>• Send email or set up meetings with faculty/staff who may be interested; share the purpose of the program.</li> <li>• Encourage hands-on instruction &amp; class times (30-45 min preferred).</li> <li>• Ask for description of proposed classes &amp; fun titles.</li> <li>• You may have to make adjustments and find fillers.</li> <li>• Consider a scavenger hunt (pg. 25 of Supplemental Activities Guide).</li> <li>• Having a back-up class is a good idea in case a presenter gets sick.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides students a taste of college courses offered by your institution.</li> <li>• Allows a description of courses in the schedule that you provide to the students.</li> </ul>	<ul style="list-style-type: none"> <li>• Confirmations by the beginning of Spring Semester.</li> <li>• Final schedule by 3 weeks before your event (<i>Submit a copy to ACPE.</i>)</li> </ul>
<b>Reserve Classroom or Space on Campus</b>	<ul style="list-style-type: none"> <li>• Based on the number of courses, reserve the classrooms &amp; include the location of where the courses will be held.</li> <li>• Make sure to allow space for opening &amp; closing ceremonies.</li> <li>• You may wish to schedule the same room for lunch (if you are not using the school cafeteria), or schedule alternating lunch schedules for the groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Opening ceremony provides an introduction of the day's event; key campus individual(s) and sponsors set the tone of the day.</li> <li>• Closing ceremony is a time to distribute backpacks and closing messages; get student feedback.</li> </ul>	<ul style="list-style-type: none"> <li>• As soon as you get award letter (some campuses have multiple events happening during this time).</li> </ul>
<b>Name Tags &amp; Certificate Templates</b>	<p>ACPE will provide nametag and certificate templates to campuses.</p> <ul style="list-style-type: none"> <li>• ACPE will collect class rosters with school applications.</li> <li>• ACPE will send rosters to coordinators for sorting students into groups, and preparing optional nametags and certificates.</li> <li>• Nametags can be color-coded or labeled with group names to sort students into groups.</li> <li>• You will want to determine number of groups, number of students per group, and if there are specific concerns from the teacher regarding how student groups are split (<i>if groups will not be split by classroom</i>).</li> <li>• If you will use nametags or certificates, you may want to have blank extras for possible new students.</li> </ul>	<ul style="list-style-type: none"> <li>• Nametags allow for recognition of individuals and student safety.</li> <li>• Color-coding/naming of groups allows students to stay with their group and course schedule.</li> <li>• Certificates may be used in closing ceremonies,</li> </ul>	<ul style="list-style-type: none"> <li>• Rosters and templates will be sent to campus coordinators after signed Letters of Agreement have been received.</li> </ul>

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## Campus Coordinator

<b>Finalize Schedule/ Confirmations</b>	<ul style="list-style-type: none"> <li>• Confirm assignments and schedules with all staff / volunteers.</li> <li>• Include opening and closing ceremonies in your schedule.</li> <li>• Include professor, class names, times, rooms, and buildings on schedule.</li> <li>• Print schedules and maps for teachers, students, staff.</li> <li>• Some schedules are color coded to match nametag groupings.</li> <li>• Arrange welcome and closing speakers.</li> <li>• Re-confirm room reservations, lunch and transportation.</li> </ul>	<ul style="list-style-type: none"> <li>• Allows coordinator to find alternates and make adjustments to scheduling, volunteers and presenters.</li> <li>• Allows all parties to know the day's event schedule and class locations.</li> </ul>	<ul style="list-style-type: none"> <li>• Confirmations should be completed 3 weeks before the event.</li> <li>• Final schedule should be completed at least 2 weeks before the event and sent to: <a href="mailto:shelly.morgan@alaska.gov">shelly.morgan@alaska.gov</a>.</li> </ul>
<b>Arrange for \$1 Bills for Piggy Banks</b>	<ul style="list-style-type: none"> <li>• ACPE will send checks to each campus in an amount equal to the number of expected students.</li> <li>• Checks will be written from the State of Alaska to each campus.</li> <li>• Coordinators should cash the check into \$1 bills prior to the event.</li> </ul>	<ul style="list-style-type: none"> <li>• \$1 bills should be stuffed into piggy banks which should then be placed in student backpacks.</li> </ul>	<ul style="list-style-type: none"> <li>• Checks should arrive at least 2 weeks prior to campus event.</li> </ul>
<b>Compile Backpacks</b>	<p>Backpacks are shipped to site coordinators, along with a few other materials.</p> <ul style="list-style-type: none"> <li>• Convene a group of volunteers to assist with bag stuffing.</li> <li>• Stuff bags with all materials received from Kids2College sponsors.</li> <li>• Include any materials or information provided by your institution or local sponsors.</li> <li>• Double check shipments when they arrive to confirm proper quantities of supplies have arrived from ACPE.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures that all students receive the same materials in their bags.</li> </ul>	<ul style="list-style-type: none"> <li>• Check supply boxes for contents once they arrive.</li> <li>• Assemble backpacks at least one day before the event.</li> <li>• Can be helpful to do earlier <i>(as soon as supplies are received.)</i></li> </ul>
<b>Training for Leaders</b>	<p>If you feel that an orientation/meeting is appropriate, convene a meeting to:</p> <ul style="list-style-type: none"> <li>• Provide an overview of the schedule to volunteers/professors;</li> <li>• Discuss expectations with volunteers/professors;</li> <li>• Answer any questions pertaining to the event.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides an overview of the schedule and clarifications for all participants.</li> </ul>	<ul style="list-style-type: none"> <li>• Either a few days prior, or on day of event.</li> </ul>
<b>Press Release</b>	<p>ACPE will draft a statewide and site specific press release.</p> <ul style="list-style-type: none"> <li>• Site specific press release should be placed on campus letterhead and sent out to local media sources.</li> </ul>	<ul style="list-style-type: none"> <li>• Raises program awareness in each community through local media coverage.</li> </ul>	<ul style="list-style-type: none"> <li>• Best coverage is received when sent out between 8 and 10am; 1-2 days prior to event.</li> <li>• Follow up calls to media can be helpful.</li> </ul>

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<b>Prepare for Event Day</b>	<ul style="list-style-type: none"> <li>• Post room signs (with name of class &amp; instructor) – creative art outside the door may help signify a K2C space (balloons, artwork, K2C logo).</li> <li>• Hang welcome banners.</li> <li>• Test A/V equipment.</li> <li>• Prepare nametag/map distribution area (<i>if schools haven't yet received</i>).</li> </ul>	<ul style="list-style-type: none"> <li>• Helps students, teachers, chaperones &amp; volunteers find their destinations.</li> <li>• Helps ensure everything runs smoothly.</li> </ul>	<ul style="list-style-type: none"> <li>• The day before and/or morning of the event.</li> </ul>
<b>Post-Assessment for Students</b>	<p>Teachers received post-assessment surveys and links to online surveys with the curriculum.</p> <ul style="list-style-type: none"> <li>• Work with teachers to determine whether students will fill out post-surveys before closing ceremonies or back at school.</li> <li>• If students complete surveys at the campus event, please scan/email or mail completed forms to ACPE.</li> </ul>	<ul style="list-style-type: none"> <li>• Assesses the program's impact on student's opinions and plans about high school and college.</li> </ul>	<ul style="list-style-type: none"> <li>• Post-assessment surveys should be completed the same afternoon, or within 1 day of the event.</li> <li>• Any post-assessment surveys completed at the campus event should be sent to ACPE within 1 day of the event.</li> </ul>
<b>Participate in Wrap Up Meeting</b>	<p>Program sponsors will convene a telephonic meeting with all participating institutions.</p>	<ul style="list-style-type: none"> <li>• This is a good time to hear and learn from others, ask questions &amp; gather ideas for future events.</li> </ul>	<ul style="list-style-type: none"> <li>• Mid-May or TBA.</li> </ul>