



TIPS FOR COORDINATORS

Contact: Shelly Morgan at 907-269-7972;

shelly.morgan@alaska.gov

<https://acpe.alaska.gov/Kids2Careers>

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

Right Away We Will Need:

- ✚ A signed digital Letter of Agreement
- ✚ Your help identifying local academic support and enrichment opportunities (please share with ACPE and teachers) – **Lesson 3**
- ✚ Your help recruiting and preparing a Postsecondary & Career Prep Panel – **Lesson 5**

In Preparation for the Event You May Wish to Consider:

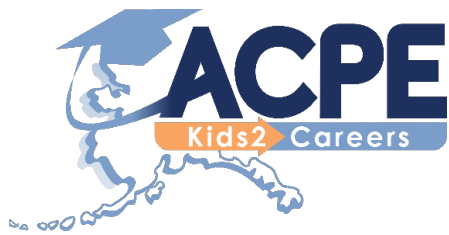
- ✚ Reviewing the Teacher's Guide pg. 7-9 and SA-27-30
- ✚ Providing a campus t-shirt or cap and gown (if available) – **Lesson 1**
- ✚ Asking campus staff to talk with students about admissions – **Lesson 3**
- ✚ Asking campus staff to talk with students about financial aid – **Lesson 4**
- ✚ Talking with students about what to expect during the campus visit – **Lesson 6**

Leading Up to the Event We Ask 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:

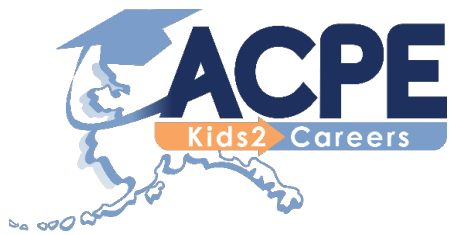
- ✚ Work with teachers to ensure post-surveys are submitted (w/in 1 week of campus event)
- ✚ Complete the online Coordinator's Evaluation (w/in 1 week of campus event)
- ✚ Remind presenters and volunteers to complete online evaluations w/in 1 wk of College & Career Panel and/or Campus Event.)



SUGGESTED TIMELINE

Local/Campus Coordinator

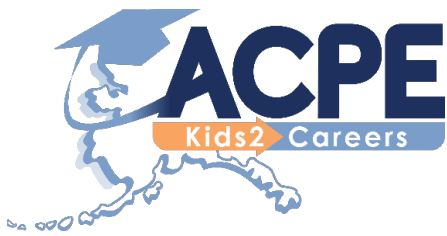
Activity:	Description:	Purpose:	Deadline:
Application & Letter of Agreement	Campuses & training centers complete the campus application. <ul style="list-style-type: none"> Campuses complete all parts of the application and submit to ACPE. Campuses determine interested in virtual & in-person options. Prior to submitting application, discuss interest in applying and date options with both your campus and elementary school(s) – select three dates that work for your campus and elementary school(s). Sponsors will review applications then send an offer in the form of a Letter of Agreement for you to review & sign digitally. 	<ul style="list-style-type: none"> Applying by the deadline allows sponsors to begin planning (exact estimates of ordering & shipment of materials). Campuses and schools each have separate applications to complete. 	<ul style="list-style-type: none"> Applications encouraged by Oct. 1 each year. Letters of Agreement digitally signed 1 week after receipt.
Coordination with Elementary School(s)	Contact schools/teachers prior to submitting application to discuss their interest in applying. <ul style="list-style-type: none"> Schools must submit separate Curriculum Applications similar to campuses and will receive separate Letters of Agreement. Remind teachers and principals about program format, curriculum, materials to expect, and the importance of pre-/post- surveys. Work with teachers to select mutually agreeable dates for visits to the school for any lessons you plan to help with, including the Lesson 5 Postsecondary & Career Prep Panel. It may be helpful to confirm with the school and ACPE regarding transportation arrangements and remind them of campus arrival/departure times. 	<ul style="list-style-type: none"> Allows teachers to understand event details & classroom activities for their students. Allows teachers/schools to know what they need to do. Provides an opportunity to discuss the lesson schedule so you and the teacher(s) can work together. 	<ul style="list-style-type: none"> Contact schools to gauge interest prior to submitting campus application (virtual events can be offered to distant schools). Begin discussing Postsecondary & Career Prep Panel and other schedule details within 2 weeks of receiving the Letter of Agreement.
Logos & Virtual Tours	Help ensure program and campus recognition through logos and virtual tours. <ul style="list-style-type: none"> Include sponsors in all printed materials (ask ACPE for K2C/ACPE/AK 529 logos). Send ACPE links to campus virtual tours for inclusion on our website. 	<ul style="list-style-type: none"> Sponsor & program logos should be included in all print materials to allow for proper recognition Virtual Tour links are included on Kids2Careers webpage. 	<ul style="list-style-type: none"> As soon as Letter of Agreement is signed.



SUGGESTED TIMELINE

Local/Campus Coordinator

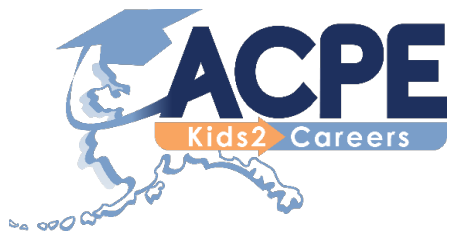
<p>Curriculum</p>	<p>Teacher guides and student workbooks shipped directly to schools. Coordinators receive a copy of the teacher’s guide, upon request.</p> <ul style="list-style-type: none"> • Encourage teachers to integrate activities into daily lessons as possible (ideally 3-6 weeks of instruction with the student workbook). • Curriculum consists of six 60-90 minute lessons. • Optional Supplemental Activities found in the back of the teacher’s guide enhance curriculum and extend each lesson up to 30 minutes each. 	<ul style="list-style-type: none"> • Helps prepare students to plan their own college and career pathways. • Supplemental Activities help prepare students for Lesson 6 presentations. 	<ul style="list-style-type: none"> • Curriculum should be completed prior to the campus event or virtual tour. • Six lessons and optional supplemental activities ideally should be spaced out over 3-6 weeks.
<p>Review Coordinator Responsibilities in Teachers Guide</p>	<p>The Teacher Guide identifies additional opportunities for campus staff involvement (pg. 7-9; SA-27-30).</p> <ul style="list-style-type: none"> • You may want to provide a campus t-shirt or cap and gown for Lesson 1. • Please work with the school to create a document listing local academic support and enrichment opportunities; provide this to ACPE and the teacher(s) for use in Lesson 3. • You may wish to have campus staff talk with students about admissions in Lesson 3. • You may wish to have campus staff talk with the students about financial aid in Lesson 4. • Please work with the teacher in recruiting for and preparing a Postsecondary and Career Prep Panel for Lesson 5 (5-minute training video on website). • You may wish to talk with students about what to expect during their campus visit or provide details to the teacher for Lesson 6. • Please work with the teacher to select mutually agreeable lesson dates. 	<ul style="list-style-type: none"> • Further strengthens program curriculum. • Helps students understand the material and ask questions of the experts. • Helps students to better envision themselves as college students and future professionals. 	<ul style="list-style-type: none"> • Review and begin planning within 2 weeks of receiving Teacher Guide.
<p>Pre- & Post-Surveys for Students</p>	<p>Each participating student should complete a pre-survey prior to beginning curriculum & post-survey at close of program.</p> <ul style="list-style-type: none"> • Digital surveys are preferred; ACPE will distribute and collect printed ones • When talking with schools, please remind teachers the importance of the pre- & post-surveys which help gauge program impact and student attitudes about college and career preparations. • Completed surveys should be submitted to Shelly Morgan at ACPE. 	<ul style="list-style-type: none"> • Assesses the student’s opinions and plans about high school and college prior to the start of curriculum. • Helps ACPE identify areas for program improvement 	<ul style="list-style-type: none"> • Pre-surveys should be completed 1 week prior to beginning curriculum (7 weeks prior to campus visit.) • Post-surveys should be completed within 1-2 days of program completion.



SUGGESTED TIMELINE

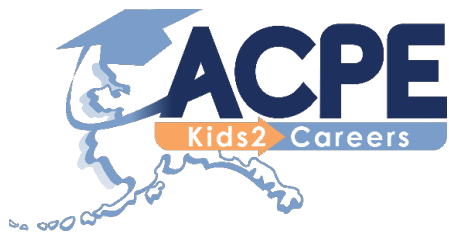
Local/Campus Coordinator

<p>Invite Faculty & Staff to Lead Hands-On Classes</p> <p>*****</p> <p>CAMPUS EVENT</p>	<p>Begin scheduling age-appropriate classes for the campus event.</p> <ul style="list-style-type: none"> • This can be in-person, virtual (solo or multi-campus), or both. • Send email or set up meetings with faculty/staff who may be interested; share the purpose of the program. • Virtual: Meet w other campuses if hosting multi-campus virtual event. • Encourage hands-on, engaging sessions (20-30 min preferred). • Ask for description of proposed classes & fun titles. • You may have to make adjustments and find fillers. • Consider a scavenger hunt (pg. SA-27 of Supplemental Activities Guide). • Having a back-up class is a good idea in case a presenter gets sick. 	<ul style="list-style-type: none"> • Provides students a taste of college courses and resources offered by your institution. • Allows a description of courses in the schedule you provide to students. 	<ul style="list-style-type: none"> • Confirmations by the beginning of Spring Semester. • Final schedule by 3 weeks before your event (<i>Submit a copy to ACPE.</i>)
<p>Reserve Classroom or Space on Campus</p> <p>*****</p> <p>CAMPUS EVENT</p>	<p>Identify and reserve spaces on campus for the campus event.</p> <ul style="list-style-type: none"> • Based on the number of courses, reserve the classrooms & include the location of where the courses will be held. • Make sure to allow space for opening & closing ceremonies. • 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. • Ideally, students won't eat lunch before 11:00 am. • Virtual events using Zoom should coordinate login details with Shelly Morgan at ACPE. 	<ul style="list-style-type: none"> • Opening ceremony provides an introduction of the day's event; key campus individual(s) and sponsors set the tone of the day. • Closing ceremony is a time to reinforce messages and gather feedback. • Backpacks can be distributed at the start or end of the event. • Materials for virtual events will be shipped directly to schools. 	<ul style="list-style-type: none"> • As soon as you get award letter (some campuses have multiple events happening during this time). • Virtual events should also be scheduled in advance. • ACPE can help bring multi-campus organizers together for virtual events.
<p>Finalize Schedule/ Confirmations</p> <p>*****</p> <p>CAMPUS EVENT</p>	<p>Confirm assignments and schedules with all staff / volunteers.</p> <ul style="list-style-type: none"> • Include opening and closing ceremonies in your schedule. • Include professor, class names, times, rooms, and buildings on schedule. • Print/email schedules and maps for teachers, students, staff. • Some schedules are color coded to match nametag groupings. • Arrange welcome and closing speakers. ACPE will want to speak too. • Re-confirm room reservations, lunch and transportation. 	<ul style="list-style-type: none"> • Allows coordinator to find alternates and adjust scheduling, volunteers and presenters. • Allows all parties to know the day's event schedule and class locations. 	<ul style="list-style-type: none"> • Confirmations should be completed 3 weeks before the event. • Final schedule should be completed at least 2 weeks before the event and sent to: shelly.morgan@alaska.gov.



SUGGESTED TIMELINE Local/Campus Coordinator

<p>Compile Backpacks ***** CAMPUS EVENT</p>	<p>Backpacks are shipped to campus coordinators, along with materials.</p> <ul style="list-style-type: none"> • Convene a group of volunteers to assist with bag stuffing. • Stuff bags with all materials received from Kids2Careers sponsors. • Include any materials or information provided by your institution or local sponsors. • Double check shipments when they arrive to confirm proper quantities of supplies have arrived from ACPE. 	<ul style="list-style-type: none"> • Ensures that all students receive the same materials in their bags. 	<ul style="list-style-type: none"> • Check supply boxes for contents once they arrive. • Assemble backpacks at least one day before the event. • Can be helpful to do earlier <i>(as soon as supplies are received.)</i>
<p>Training for Leaders ***** CAMPUS EVENT</p>	<p>An orientation for leaders and professors can be helpful to:</p> <ul style="list-style-type: none"> • Provide an overview of the schedule to volunteers/professors; • Discuss expectations with volunteers/professors; • Answer any questions pertaining to the event; • ACPE is happy to assist with a program overview; • Campus Event Discussion Tips can be helpful for volunteers to review. 	<ul style="list-style-type: none"> • Provides an overview of the schedule and clarifications for all participants. 	<ul style="list-style-type: none"> • Either a few days prior, or on day of event.
<p>Press Release ***** CAMPUS EVENT</p>	<p>A press release template is available at https://acpe.alaska.gov/Kids2Careers.</p> <ul style="list-style-type: none"> • Site-specific press release should be placed on campus letterhead and sent out to local media sources; • Please check with ACPE statewide coordinator for updated details; • Please include ACPE and Alaska 529 as primary sponsors in your press release; • Shelly Morgan with ACPE can provide additional details to press. 	<ul style="list-style-type: none"> • Raises program awareness in each community through local media coverage. 	<ul style="list-style-type: none"> • Best coverage is received when sent out between 8am and 10am; 1-2 days prior to event. • Follow up calls to media can be helpful.



SUGGESTED TIMELINE

Local/Campus Coordinator

<p>Prepare for Event Day</p> <p>*****</p> <p>CAMPUS EVENT</p>	<p>Arrive early for Event Day & expect the unexpected.</p> <ul style="list-style-type: none"> • Post room signs (with name of class & instructor) – creative art outside the door may help signify a K2C space (balloons, artwork, K2C logo). • Hang welcome banners. • Test A/V equipment. • Prepare maps and distribute to teachers and guides. • Virtual events should test Zoom connection with educators and presenters in advance. • Always be ready in case presenters or volunteers call in sick. • Virtual: ACPE will set Zoom test and check-in 1-hour prior to event. • Virtual: Ensure presenters arrive online at least 10min. prior to presentation. 	<ul style="list-style-type: none"> • Helps students, teachers, chaperones & volunteers find their destinations. • Helps ensure everything runs smoothly. 	<ul style="list-style-type: none"> • The day before and/or morning of the event.
<p>Post-Assessment for Students</p>	<p>Teachers received post-assessment surveys and links to online surveys with the curriculum.</p> <ul style="list-style-type: none"> • Work with teachers to determine whether students will fill out post-surveys before closing ceremonies or back at school. • If students complete surveys at the campus event, please scan/email or mail completed forms to ACPE. 	<ul style="list-style-type: none"> • Assesses the program’s impact on student’s opinions and plans about high school and college. • Helps ACPE identify areas for program improvement 	<ul style="list-style-type: none"> • Post-assessment surveys should be completed the same afternoon, or within 1 day of the event. • Any post-assessment surveys completed at the campus event should be sent to ACPE within 1 day of the event.
<p>Complete Evaluations</p>	<p>Coordinators are asked to:</p> <ul style="list-style-type: none"> • Complete Coordinator Evaluation • Share Evaluation links with volunteers and teachers 	<ul style="list-style-type: none"> • Helps ACPE improve program success and statewide delivery. 	<ul style="list-style-type: none"> • Within 1-2 days of program completion (teacher, coordinator, volunteer evals). • Within 1-2 days of Postsecondary & Career Prep Panel (volunteer career panelist evaluation).