



## Application Guidelines for Campuses & Career Training Centers

### Invitation to Apply

ACPE – Alaska’s Higher Education Agency and Alaska 529 invite postsecondary institutions in Alaska to submit an application for sponsorship of the Kids2Careers (K2C) curriculum program.

In an average school year, ACPE and Alaska 529 sponsor over 2,300 students for curriculum programs culminating in virtual and in-person events at 12-14 college campuses across Alaska.

### Application Process

If you are interested in program sponsorship, please complete the online Campus Application. To help ensure a successful partnership, priority applications should be received by ACPE no later than **October 1 each year**. Final sponsorship partnerships will be announced by **mid-November**.

### Program Guidelines

Elementary & middle schools are invited to apply for the Kids2Careers curriculum program which offers 5<sup>th</sup> - 8<sup>th</sup> grade students an opportunity to learn about college and career training through classroom lessons and activities, including a postsecondary & career prep panel where professionals share their own college and career experiences with students. Postsecondary institutions are invited to participate by supplementing the curriculum with a campus/training center event to help students get a feel for college life and career training. Postsecondary partners are asked to discuss the program with preferred schools, encourage schools to apply, and identify 3 date options that work for both the campus and local school(s). Multi-campus virtual options are encouraged in addition to in-person events, as the best way to connect with rural students.

Kids2Careers curriculum is designed for grades 5-8, and is flexible to meet the needs of students and educators in grades 4-12. This curriculum is part of the comprehensive Kids2Careers resources and planning templates designed for grades 5-12. Panel discussions are tiered to highlight topics appropriate for different grade levels.

### Sponsorship Decisions

Granting partners will review applications and notify colleges and training centers of sponsorship approval with a Letter of Agreement and coordinator’s packet, by mid-November. This letter will outline what expenses sponsorship covers and what is required once the sponsorship is accepted. The Letter of Agreement must be signed electronically prior to shipment of any materials.

### For More Information

If you would like more information on the Kids2Careers curriculum, Kids2Careers resources, or have questions regarding the application process, please contact [shelly.morgan@alaska.gov](mailto:shelly.morgan@alaska.gov) or 907-269-7972.

**Please submit completed application online (preferably by October 1) and direct any questions to:**

Shelly Morgan, K-12 Specialist  
Alaska Commission on Postsecondary Education  
1835 Bragaw St., Ste. 410  
Anchorage, AK 99508  
[shelly.morgan@alaska.gov](mailto:shelly.morgan@alaska.gov); 907.269.7972



## Application Instructions

### I. Campus Details:

Please identify your campus name, shipping address, and contact information for the Kids2Careers Campus Coordinator and immediate supervisor.

### II. School Information:

Work with your preferred school(s) to identify up to 3 date options for the campus event. Include start/end time, maximum number of students your campus can support per event and the total number of requested events. List each school you would like to work with, including the number of classes, total students and the grade level. Kids2Careers is designed to reach students in grades 5-8, with flexibility as desired by schools.

### III. Curricular Support:

Please include a description for how you plan to assist with lessons and surveys. *Review pg. 7-9 of Teacher's Guide (with application packet).*

#### Curriculum Lessons:

In addition to the required Lesson 5 Postsecondary & Career Prep Panel, there are additional opportunities for campus involvement with Lessons 1, 3, 4, and 6. Applicants are asked to review the curriculum and work with teachers to encourage them to implement a schedule that allows completion of all 6 lessons prior to the campus event. Completion of all 6 lessons is encouraged. The supplemental activities found in the back of the Teacher's Guide enhance each lesson, strengthening the curriculum and helping students prepare for their own Lesson 6 presentations. Power-Point templates are available for teaching each lesson.

#### Postsecondary & Career Prep Panel (Lesson 5):

The Lesson 5 Postsecondary & Career Prep Panel discussions allow students to hear directly from professionals about their own college and career training pathways. These tiered panels cover grade appropriate topics and help to prepare students for their own Lesson 6 presentations. Applicants are asked to work with teachers to arrange a date for the career panel and help recruit volunteers, or work with ACPE and join participate as a volunteer for the panel. Please contact the statewide coordinator with ACPE to confirm the appropriate tier for your school(s), and if you need assistance or have questions.

#### Surveys:

Applicants are asked to work with teachers to ensure timely completion and submittal of pre- and post-surveys. Pre- and post-surveys allow us to gauge student thoughts about high school and college before and after program participation. These surveys help us monitor program outcomes and make program improvements. All schools are encouraged to use online surveys whenever possible. Paper surveys should be submitted to ACPE within one week of completion.

- Pre-surveys should be completed prior to starting the curriculum.
- Post-surveys should be completed within 1-2 days of a campus event or virtual tour, after completion of curriculum.



#### **IV. Campus Event:**

Applicants are asked to share preferred event methods: in-person, single campus virtual events, or multi-campus virtual events to highlight campus offerings and degree programs. Applicants are asked to describe details for opening and closing ceremonies, backpack distribution, and plans for integrating curriculum into the campus event. Applicants are asked to describe methods for media outreach using the prepared press release template provided on the ACPE website. Please also list expected numbers of volunteers, anticipated number of mini-classes, and student arrival/departure times.

#### **V. Program Costs:**

In general, sponsorship will cover expenses in the following categories:

##### Program Materials

- Knapsacks for participating students
- Student workbooks for participating students and teacher guides for educators
- Teacher guides for campus coordinator upon request

Sponsors will provide the items listed above and ship promotional materials to campuses. Curriculum will be shipped directly to schools, unless otherwise requested. The quantity of items covered by sponsorship will be indicated in the electronic Letter of Agreement.

##### Lunch Expenses

Please indicate the estimated per person lunch cost and whether your campus will help offset the school's cost of student meals. To ensure sponsorship for the highest possible number of students, campuses are highly encouraged to contribute their own funds or recruit local sponsorship to cover these expenses. If campuses cannot provide lunch, schools will be encouraged to bring sack lunches for students, if possible.

##### Other Expenses

Please list estimated in-kind materials and associated costs, local sponsors, and associated contributions.

#### **VI. Supplies:**

Applicants are asked to identify any remaining materials left from previous years, additional amounts needed of each item, and the total material needs based on the student counts for schools participating in your campus event, based on the School Application.

#### **VII. Curriculum Overview Webinar:**

Applicants are encouraged to participate in a standing Curriculum Overview Webinar to better understand the curriculum students will be using. In addition, please schedule a time to meet with ACPE Coordinator to discuss your campus event specifics. You can schedule using: <https://meetingwithshelly.youcanbook.me>.