



## Application Guidelines for Campuses

### Invitation to Apply

The Alaska Commission on Postsecondary Education (ACPE) and the UA College Savings Plan are inviting specified colleges in Alaska to submit an application for sponsorship of Kids2College (K2C) programs.

This academic year, ACPE and the UA College Savings Plan, with the support of The Sallie Mae Fund, expect to sponsor students for programs culminating in events at 12-14 college campuses across Alaska. During the past school year, Kids2College served over 2,300 students.

### Application Process

If you are interested in program sponsorship, please complete the online Campus Application. To be considered, the application must be received by ACPE no later than **September 15 each year**. Final sponsorship decisions will be announced by **mid-November**.

### Program Guidelines

Elementary schools are invited to apply for the Kids2College program which offers 5<sup>th</sup> and 6<sup>th</sup> grade students an opportunity to learn about college and career options through classroom lessons and activities, including a career panel where professionals share their own college and career experiences with students. College campuses are invited to participate by supplementing the curriculum with a campus visit to help students get a feel for college life. Campuses 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 school(s).

Kids2College is designed to reach low-income, first generation college-going students.

### Sponsorship Decisions

Granting partners will review the 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 Kids2College program or have questions regarding the application process, please contact [shelly.morgan@alaska.gov](mailto:shelly.morgan@alaska.gov) or 907-269-7972.

**Please complete online application by September 15 and direct any questions to:**

Shelly Morgan, K-12 Specialist  
Alaska Commission on Postsecondary Education  
800 E. Dimond Blvd., Suite 200  
Anchorage, AK 99515  
[shelly.morgan@alaska.gov](mailto:shelly.morgan@alaska.gov)  
907.269.7972 ph  
907.269.7991 fax

## Application Instructions

### I. Applicant Information:

Please identify your campus name, shipping address, and contact information for the Kids2College 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. Kids2College is designed to reach students in their last year of elementary school (or the occasional 6<sup>th</sup> grade middle school class).

### 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 career panel, there are additional opportunities for campus involvement with Lessons 1, 3, 4, and 6. Applicants are expected to review the curriculum and work with teachers to ensure they are on track to implement a schedule that allows completion of all 6 lessons prior to the campus visit. Completion of all 6 lessons is a program requirement. The supplemental activities found in the back of the Teacher's Guide are optional.

#### Career Panel (Lesson 5):

The Lesson 5 Career Panel allows students to hear directly from professionals about their own college and career pathways. This lesson helps to prepare students for their own presentations in Lesson 6. Applicants are asked to work with teachers to arrange a date for the career panel and to recruit volunteers for the career panel. Please contact the statewide coordinator with ACPE 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. This requirement of the Kids2College program helps us to monitor program impact on students. All schools are encouraged to use online surveys whenever possible. Paper surveys should be submitted to ACPE within 1 week of completion.

Pre-surveys must be completed prior to starting the curriculum.

Post-surveys must be completed within 1-2 days of the campus visit (or completion of curriculum if no visit is available).

#### IV. Campus Visit:

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 provided by ACPE. Please also list expected numbers of volunteers, anticipated number of classes, student arrival/departure times, and whether or not you would like templates for end of program certificates and event nametags.

#### V. Program Costs:

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

##### Program Materials

- Knapsacks for elementary/middle school students
- Welcome banners for the campus (in limited quantity; typically one for each new K2C site)
- Student handbooks for elementary/middle school students and teachers guides

Sponsors will provide the items listed above and ship promotional materials to campuses. Curriculum will be shipped directly to schools. The quantity of items covered by sponsorship will be indicated in the final agreement letter.

##### 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, and 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 determined on page 1 of the application.