



## Application Guidelines for Schools

### Invitation to Apply

ACPE – Alaska’s Higher Education Agency and Alaska 529 invite schools to submit an application for participation in the Kids2Careers Curriculum Program.

In an average year, ACPE and Alaska 529 share the Kids2Careers Curriculum Program with over 2,300 students in communities across Alaska, with approximately 50% of those students participating in an in-person campus event, and the remaining 50% participating in virtual events or tours.

### Application Process

If you are interested in curriculum participation, please complete the online curriculum application. To be considered for priority shipping, the application should be received by ACPE no later than **October 1 each year**. This also helps us establish campus partnerships early. We work very hard to meet earlier shipment requests so programs can begin on time as requested by participating schools.

### Curriculum Program Overview

The Kids2Careers curriculum program offers 5<sup>th</sup> through 8<sup>th</sup> grade students an opportunity to learn about college and career training options through classroom lessons and activities, including a postsecondary & career prep panel discussion, where professionals share their own college and career experiences with students, either in-person, virtually, or through video recordings. The Kids2Careers Curriculum helps prepare students to plan their own college and career pathways and may be supplemented with a visit to a nearby college campus or virtual campus tours. Additional planning resources and templates for students & families can be found on our website.

### Curriculum

Applicants are encouraged to review the curriculum and implement a schedule that allows completion of all 6 lessons prior to the campus event. The supplemental activities found in the back of the Teacher’s Guide are optional and enhance each lesson, further strengthening the curriculum, and helping students prepare for their own Lesson 6 presentations. Google Presentation templates and additional activities are available on our password protected Educator Google Drive. Curriculum is available for in-school, distance and hybrid learning models.

### Surveys

Pre- and post-surveys allow us to assess student thoughts about high school and postsecondary options. Comparing pre- and post- survey data helps us monitor program outcomes and improve curriculum. 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.



### **Trainings**

1-hour program trainings are offered monthly from September through February, informing educators of critical updates and program details. A digital training will also be available after the first training of the year.

### **Postsecondary & Career Prep Panel**

The Lesson 5 Postsecondary & Career Prep 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. We offer four different Tiers based on student grade level, or for schools who have the same students participating across different years. Please coordinate with ACPE and your local/campus coordinator for help in recruiting volunteers for your panel.

### **Campus Event**

Where available, the campus event includes a day of age appropriate college classes and hands-on activities designed to give students a feel for college life. Students typically begin with an introduction to the campus prior to splitting into groups to attend their classes. Students often break for lunch during their field trip and end their day with a closing ceremony or guest speakers. Virtual campus events often include multiple campuses and allow students to participate in a campus event from their classroom. Virtual tours are also available for multiple Alaska campuses, including Alaska Vocational and Technical Center (AVTEC).

### **Curriculum Program Materials & Expenses**

#### Curriculum Program Materials

In general, sponsorship will cover curriculum, promotional materials, and educator trainings.

#### Lunch and Transportation Expenses

When paired with a campus event, schools are asked to provide sack lunches for students on the day of the event. Schools are also asked to indicate whether or not they can pay for bus transportation, or if students will be walking. This allows program sponsors to provide curriculum to more students across Alaska. If your school has difficulty meeting these costs, please indicate on your application or contact [shelly.morgan@alaska.gov](mailto:shelly.morgan@alaska.gov) or 907-269-7972 to discuss potential options for alternative arrangements.

### **Participant Selections**

Granting partners will review applications and notify schools of program details with a digital Letter of Agreement sent through Constant Contact. This digital Letter of Agreement must be signed before shipment of curriculum.

### **For More Information**

If you would like more information on the Kids2Careers Curriculum Program 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 by October 1 and direct any questions to:**

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