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 identifying local academic support and enrichment opportunities (these 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 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

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<th>Activity:</th>
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| Application & Letter of Agreement | ACPE will invite institutions to apply as campus or local partners.  
- Campuses complete all parts of the application and submit to ACPE.  
- 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).  
- Sponsors will review applications then send an offer in the form of a Letter of Agreement for you to review, sign & return. | 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. | Applications due Oct. 1 each year.  
- Application period is typically open for 2-3 weeks.  
- Letters of Agreement should be signed and returned ASAP, no later than 1 week after receipt. |
| Coordination with Elementary School(s) | Contact schools/teachers prior to submitting application to discuss their interest in applying.  
- Schools must submit formal applications similar to campuses and will also receive 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 College & Career Panel.  
- It may be helpful to confirm who at the school will make transportation arrangements and remind them of campus arrival/departure times. | Allows teachers to be informed of the event details & classroom activities for their students.  
- Allows teachers / school to know what is expected of them.  
- Provides an opportunity to discuss the lesson schedule so you and the teacher can work together. | Contact schools to gauge interest prior to submitting campus application (virtual events can be offered to distant schools).  
- Begin discussing college & career panel and other schedule details within 2 weeks of receiving the Letter of Agreement. |
| Logos | 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).  
- Include sponsors in all printed materials (ask ACPE for K2C/ACPE/AK 529 logos). | Sites are provided with K2C welcome banner w/campus logo.  
- Sponsor & program logos should be included in all print materials to allow for proper recognition | As soon as Letter of Agreement is signed. |
## SUGGESTED TIMELINE

### Local/Campus Coordinator

**Curriculum**

- Teacher guides and student workbooks will be mailed directly to the schools. Coordinators will receive their own copy of the teacher’s guide.
  - 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 can extend each lesson up to 30 minutes each.
  - Helps prepare students to plan their own college and career pathways.
  - Curriculum must be completed prior to the campus visit or virtual tour.
  - Six lessons and optional supplemental activities should be spaced out over 3-6 weeks.

**Review Coordinator Responsibilities in Teachers Guide**

- The Teacher Guide identifies additional opportunities for campus staff involvement (pg. 7-9).
  - You may want to provide a campus t-shirt or cap and gown for Lesson 1.
  - 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.
  - 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 college and career 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 the proper information to the teacher for Lesson 6.
  - Please work with the teacher to select mutually agreeable lesson dates.
  - Further strengthens program curriculum.
  - Helps students understand the material and ask questions of the experts.
  - Helps students better envision themselves as college students and future professionals.
  - Review and begin planning within 2 weeks of receiving Teacher Guide.

**Pre- & Post-Surveys for Students**

- Each participating student should complete a pre-survey prior to beginning student workbooks. Post-surveys should be completed at close of program.
  - ACPE will distribute and collect surveys from teachers.
  - 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.
  - Any post-surveys completed during the campus visit should be submitted to Shelly Morgan at ACPE.
  - Assesses the student’s opinions and plans about high school and college prior to the start of curriculum.
  - 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**

| Invite Faculty & Staff to Lead Hands-On Classes ** CAMPUS VISIT | Begin scheduling age-appropriate classes for the campus event.  
- This can be in-person, virtual, or both.  
- Send email or set up meetings with faculty/staff who may be interested; share the purpose of the program.  
- Encourage hands-on instruction & class times (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. 25 of Supplemental Activities Guide). | Provides students a taste of college courses offered by your institution.  
- Allows a description of courses in the schedule you provide to students. | Confirmations by the beginning of Spring Semester.  
- Final schedule by 3 weeks before your event (*Submit a copy to ACPE.*) |
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| Reserve Classroom or Space on Campus ** CAMPUS VISIT | 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.  
- Virtual events using Zoom should coordinate login details with Shelly Morgan at ACPE. | 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. | As soon as you get award letter (some campuses have multiple events happening during this time).  
- Virtual events should also be scheduled in advance |
| Name Tags & Certificate Templates ** CAMPUS VISIT | ACPE will provide campuses digital access to nametag and certificate templates.  
- If you would like to provide name tags or certificates for your students, please work with the school to collect class rosters  
- Nametags can be color-coded or labeled with group names to sort students into groups.  
- 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 (*if groups will not be split by classroom*).  
- If you will use nametags or certificates, you may want to have blank extras for possible new students. | Nametags allow for recognition of individuals and student safety.  
- Color-coding/naming of groups allows students to stay with their group and course schedule.  
- Certificates may be used in closing ceremonies or given to teachers. | Rosters and templates are available at: [https://acpe.alaska.gov/Kids2College](https://acpe.alaska.gov/Kids2College) under the Campus Visit & Virtual Tour Resources section. |
| **Finalize Schedule/ Confirmations** **CAMPUS VISIT** | Confirm assignments and schedules with all staff / volunteers.  
- Include opening and closing ceremonies in your schedule.  
- Include professor, class names, times, rooms, and buildings on schedule.  
- Print 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. | Allows coordinator to find alternates and make adjustments to scheduling, volunteers and presenters.  
- Allows all parties to know the day’s event schedule and class locations. | 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. |
| **Compile Backpacks** **CAMPUS VISIT** | Backpacks are shipped to campus coordinators, along with materials.  
- Convene a group of volunteers to assist with bag stuffing.  
- Stuff bags with all materials received from Kids2College 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. | Ensures that all students receive the same materials in their bags. | Check supply boxes for contents once they arrive.  
- Assemble backpacks at least one day before the event.  
- Can be helpful to do earlier (as soon as supplies are received.) |
| **Training for Leaders** **CAMPUS VISIT** | An orientation for leaders and professors can be helpful to:  
- 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. | Provides an overview of the schedule and clarifications for all participants. | Either a few days prior, or on day of event. |
| **Press Release** | A press release template is available at [https://acpe.alaska.gov/Kids2College](https://acpe.alaska.gov/Kids2College).  
- 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 is available to provide additional details to press. | Raises program awareness in each community through local media coverage. | Best coverage is received when sent out between 8 and 10am; 1-2 days prior to event.  
- Follow up calls to media can be helpful. |
**SUGGESTED TIMELINE**  
Local/Campus Coordinator

| Prepare for Event Day ** CAMPUS VISIT | 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 nametag/map distribution area *(if schools haven’t yet received).*  
Virtual events should test Zoom connection with educators and presenters in advance. | Helps students, teachers, chaperones & volunteers find their destinations.  
Helps ensure everything runs smoothly. | The day before and/or morning of the event. |
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| Post-Assessment for Students | Teachers received post-assessment surveys and links to online surveys with the curriculum.  
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. | Assesses the program’s impact on student’s opinions and plans about high school and college. | 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. |
| Complete Evaluations | Coordinators are asked to:  
Complete Coordinator Evaluation  
Share Evaluation links with volunteers and teachers | Helps ACPE improve program success and statewide delivery. | Within 1-2 days of program completion (teacher, coordinator, volunteer evals).  
Within 1-2 days of College & Career Panel (volunteer career panelist evaluation). |