

TIPS FOR COORDINATORS

If you have any questions

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www.acpe.alaska.gov/Kids2College

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 creating a document listing local academic support and enrichment opportunities (this 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 make sure post-surveys are submitted (w/in 1 week of campus tour)
- 📅 Complete the online Coordinator's Evaluation (w/in 1 week of campus tour)
- 📅 Remind presenters and volunteers to complete online evaluations w/in 1 wk of College & Career Panel and/or Campus Visit.)

SUGGESTED TIMELINE Local/Campus Coordinator

Activity:	Description:	Purpose:	Deadline:
Application & Letter of Agreement	<p>ACPE will invite institutions to apply as campus or local partners.</p> <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Applying by the deadline allows the 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 due Oct. 15 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)	<p>Contact schools/teachers prior to submitting application to discuss their interest in applying.</p> <ul style="list-style-type: none"> • 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 the lessons you plan to help with, including the career panel in Lesson 5. • It may be helpful to confirm who at the school will make transportation arrangements and remind them of campus arrival/departure times. 	<ul style="list-style-type: none"> • 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 that you and the teacher can best work together. 	<ul style="list-style-type: none"> • Contact schools to determine their interest prior to submitting campus application. • Begin discussing career panel and other schedule coordination within 2 weeks of receiving the Letter of Agreement.
Logos	<ul style="list-style-type: none"> • 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/UA CSP logos). 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • As soon as Letter of Agreement is signed.

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Local/Campus Coordinator

<p>Curriculum</p>	<p>Teacher's guides and student workbooks will be mailed directly to the schools. Coordinators will receive their own copy of the teacher's guide.</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 can 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. 	<ul style="list-style-type: none"> • 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.
<p>Review Coordinator Responsibilities in Teachers Guide</p>	<p>The Teacher's Guide identifies additional opportunities for campus staff involvement (pg. 7-9).</p> <ul style="list-style-type: none"> • 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 the 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. 	<ul style="list-style-type: none"> • Further strengthens the program curriculum. • Helps students understand the material and ask questions of the experts. • Helps students 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's Guide.
<p>Pre- & Post-Surveys for Students</p>	<p>Each participating student should complete a pre-survey prior to beginning student workbooks. Post-surveys should be completed at close of program.</p> <ul style="list-style-type: none"> • ACPE will provide to and collect surveys from teachers. • When talking with schools, please remind teachers the importance of the pre- & post-surveys which help us gauge program impact and student attitudes about college. • Any post-surveys completed during the campus visit 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. 	<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.

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<p>Invite Faculty & Staff to Lead Hands-On Classes ** CAMPUS VISIT</p>	<p>Begin scheduling age-appropriate classes for the campus visit date.</p> <ul style="list-style-type: none"> • 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 (30-45 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). • 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 offered by your institution. • Allows a description of courses in the schedule that you provide to the 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 ** CAMPUS VISIT</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. 	<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 distribute backpacks and closing messages; get student feedback. 	<ul style="list-style-type: none"> • As soon as you get award letter (some campuses have multiple events happening during this time).
<p>Name Tags & Certificate Templates ** CAMPUS VISIT</p>	<p>ACPE will provide nametag and certificate templates to campuses.</p> <ul style="list-style-type: none"> • 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 (<i>if groups will not be split by classroom</i>). • If you will use nametags or certificates, you may want to have blank extras for possible new students. 	<ul style="list-style-type: none"> • 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, 	<ul style="list-style-type: none"> • Rosters and templates are available at: www.acpe.alaska.gov/Kids2College in the Campus Visit Document sidebar.

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Finalize Schedule/ Confirmations ** CAMPUS VISIT	<ul style="list-style-type: none"> • 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. • Re-confirm room reservations, lunch and transportation. 	<ul style="list-style-type: none"> • 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. 	<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.
Compile Backpacks ** CAMPUS VISIT	<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 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. 	<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>)
Training for Leaders ** CAMPUS	<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. 	<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.
Press Release	<p>A press release template is available on www.acpe.alaska.gov/Kids2College.</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 statewide coordinator for updated details • Please include ACPE and UA College Savings Plan as primary sponsors in your press release. • Shelly Morgan with ACPE is available to 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 8 and 10am; 1-2 days prior to event. • Follow up calls to media can be helpful.

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<p>Prepare for Event Day ** CAMPUS VISIT</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 nametag/map distribution area (<i>if schools haven't yet received</i>). 	<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. 	<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 evals). • Within 1-2 days of College & Career Panel (volunteer career panelist evaluation).