### August

- Reserve the computer lab - or a room to set up a computer lab.
- Recruit a planning team and discuss event implementation and pre-event activities.
- Recruit volunteers to help seniors complete applications (school staff, college admissions representatives, retired school counselors, or teachers, business leaders, etc).

### September

- Ask seniors to research colleges and select 2-3 they want to apply to. Encourage them to:
  - attend a College Fair or Educational Planning Program
  - schedule campus visits
  - talk to college reps who visit your school
  - use free college and career planning resources at www.act.org/profile
- Review college admission guidelines to learn admission criteria at Kansas colleges.
- Meet with students eligible for application fee waivers to discuss the process.

### Two Weeks Before Event

- Confirm event location and access to computers.
- Provide volunteers with final details (date, time, assignments, parking).
- Decorate school to build excitement about going to college.
- Invite local media to cover your event.
- Remind students that the event is coming up, and that they will need to:
  - know which college(s) they want to apply to
  - be prepared for application fees unless they qualify for a fee waiver
  - know personal information, including social security number
  - have access to a personal email address

### During Event

- Check in students and explain the college application process to them.
- Have transcripts readily available for students to self-report coursework and grades.
- Ensure students sign out report the number of applications they submitted and to which colleges.
- Engage in state’s social media #ApplyKS

### After Event

- Send student transcripts and fee waivers to colleges as needed.
- Submit program information to Apply Kansas and complete the post-event survey.
- Remind students to complete the FAFSA.