

## Sample Schedule of Events

Below is a sample schedule that your school may consider using when planning your event. The items on this schedule are just examples. Play around with it and use the options that work best for your students. Remember to include your regional KHEAA Outreach Counselor for workshop sessions, exhibits and more!

### **Pre-Application Week Activities**

- **Advertise events and activities through various methods:**
  - Local media outlets
  - School newsletter
  - Parent teacher conferences
  - School website announcements
  - One Call system
  - Emails sent to students and families
- **Have a door decoration contest among teachers, especially those with senior students**
  - Teachers can select a college (alma mater, local college, or any other Kentucky college) and decorate their doors in celebration of that institution. During a mini-college fair or other during the actual application days, college reps and other volunteers can judge for best door decorating. Prizes could include:
    - College gear or goodies donated by college reps (depending upon college donations)
    - Pizza party for winning classroom
- **Conduct college essay writing workshops in English classes**
  - Invite guest speakers from selective institutions.
  - KHEAA can provide a list of sample college essay questions.
- **Research colleges**
  - Attend a KYACAC regional college fair in your area.
  - So that the students know where they would like to apply and have a strong base of knowledge about that school and the admissions requirements, students will need to have researched colleges prior to application week.
  - Encourage students to utilize the KHEAA website, [kheaa.com](http://kheaa.com), and set up a Zip Access account to make the most of their online college research.
- **Build Folders**
  - Students can begin gathering materials to aid in application submission: biographical information, college resumes, essays, test scores, payment information, etc. (This can be done as a classroom presentation to educate and prepare the students for College Application Week in advance.)

### **College Application Week Sample Events**

**Every day:**

- [Morning/Afternoon Announcements](#): Each day, a college admission tip or fact can be presented during the morning and afternoon announcements. Seniors will also be reminded of/encouraged to attend the day's or following day's activities. Check the Online Toolkit for sample announcements you may want to use.
- Apparel: students and teachers can be encouraged to wear college clothing each day of the week.

### **Invite the KHEAA College Information Road Show and/or your KHEAA Outreach Counselor**

- KHEAA's College Info Road Show will be available on a first come/first serve basis. The College Info Road Show's mobile classrooms provide a host of critical services directly to students and families in their own communities. Equipped with satellite Internet access, laptop computers, an instructor's podium and screen and an outdoor projection unit, the Road Shows use state-of-the art technology to connect students with the information they need to research, pursue and succeed in their educational future beyond high school. Students can come onboard to access their KEES account, research colleges, search for scholarships and more!
- Your Regional KHEAA Outreach Counselor can give presentations on admissions, financial aid, and other college access information.

### **Monday**

- Daytime Kickoff Events
  - Whether schools decide to do a senior pep rally or a presentation in the auditorium or cafeteria, the kickoff event will inform students of the week's activities, as well as encourage them to attend and build enthusiasm.
- Drive to Successful College Admissions
  - KHEAA's *Drive to Successful College Admissions* presentation provides students with the timeline, resources and information they need to successfully research and choose the college, university, technical or trade school that's the best fit. (Senior classes or an optional evening event to include parents)

### **Tuesday**

- Daytime
  - [KHEAA.com](http://KHEAA.com) presentations
    - KHEAA Outreach Counselors can provide senior students with the information they need to successfully navigate the career exploration, college preparation and financial aid processes using KHEAA's web portal.
- Evening
  - Professional Mixer
    - Schools can invite professionals from the community to mix and mingle with seniors who may be interested in their career field. Students are encouraged to dress in professional attire and to practice professional networking during the event.

### **Wednesday**

- Daytime

- Mini-college fair
  - Schools can invite local colleges (or whichever colleges may be able to attend) to set up for an allotted time during the school day for students to ask questions of colleges they're interested in and gather more information.
  - Schools can use reports provided via the Kentucky Department of Education's Individual Learning Plan (ILP) tool to be sure to invite schools of interest to their particular students
- Evening
  - Collegiate Sports Information Night
    - Schools can invite athletic directors and/or compliance officers from local colleges for a panel discussion on NCAA and/or NAIA athletics. Student athletes should be invited to attend to learn more about the eligibility rules and procedures.

### **Thursday**

- Daytime
  - College Application Week Event
    - During the event, students (by classes or by whatever method works best at your school) will be brought to a computer lab with their Application folder they have built previously. School and community volunteers will aid students in applying to at least one college during this time. Students who complete at least one application will receive an official College Application Week sticker and voucher for the celebration. This may take more than one day, depending on the size of your senior class.
- Evening
  - Paying for College 101
    - KHEAA's *Paying for College 101* workshop provides students and parents with the detailed information they need to apply for student financial aid. Students will learn about the financial aid process, discovering when and how to apply for state and federal funds.

### **Friday**

- Daytime
  - Celebration
    - Whether you decide to do a pizza party, ice cream social, or other celebratory event, students who completed at least one college application will be invited to celebrate their future!

### **Post College Application Week Events**

- ***KHEAA College Cost and Planning Reports***
  - KHEAA outreach counselors can come back to the school after the College Application Week event to help students complete this valuable personalized report, which will give them college cost and student financial aid expectations for each of their selected institutions.
- ***KHEAA College Access Team***

- If students have questions about their *College Cost and Planning Report* or about financial aid in general, the KHEAA College Access Team is always available to answer questions. Contact them toll-free at 800-928-8926.
  
- **College Goal Sunday**
  - On Sunday, Jan. 13, 2013, 17 sites throughout Kentucky will host College Goal Sunday, where professionals will be on hand to assist in completing the Federal Application for Student Financial Aid (FAFSA). Students are encouraged to attend College Goal Sunday with their parent or guardian. They should bring their and their parents' completed 2012 IRS tax return and any other 2012 income and benefits information. If families haven't completed their taxes, financial aid professionals will be able to help fill out the rest of the FAFSA form and give instructions for the financial portion.
  
- **FAFSA Completion**
  - KHEAA's FAFSA Completion workshop provides assistance in completion of the FAFSA. Participants will receive direct help in completing each line of the FAFSA form. Sessions may be conducted for large groups or on an individual appointment basis.
  
- **Surviving College**
  - KHEAA's *Surviving College* workshop is designed to help students prepare for the transition from high school to college life and to help them succeed in their new environment, persisting to degree completion. Topics covered include: Freshman Year 101, Academics, Financial Basics, Campus Life and Resources.