## **Apply Yourself Timeline Checklist**

|  |  |
| --- | --- |
| Time to Event | Tasks to Complete |
| 7-8 Weeks | * Designate a site coordinator and **register with FCAN**
* Form a committee to aid in event planning
* Confirm event dates with your school’s administration and tech team
* Reserve computer lab space for event and volunteer training
 |
| 6 Weeks | * Finalize your event schedule and create an event promotion plan
* Reach out to local businesses for in-kind donations
* Decide how many volunteers you need (we recommend 3 per 20-25 students)
 |
| 5 Weeks | * Determine raffle prizes and begin contacting local businesses if necessary
* Start recruiting volunteers
* Begin preparing students for the application process (share the [*Apply Yourself Florida Student Guide*](http://floridacollegeaccess.org/wp-content/uploads/2020/09/ayf-student-guide20.pdf))
 |
| 4 Weeks | * Make a list of all the supplies you will need for the event and begin collecting supplies
* Begin promoting the event in the school and/or community
* Continue to reach out to businesses/volunteers
* Invite elected officials
* Finalize how you will recognize donors before, during, and/or after the event
 |
| 3 Weeks | * Make arrangements for students who need application fee waivers
* Create a schedule for volunteers (be sure to account for breaks)
* If hosting volunteer training, prepare [presentation](http://3os6fn39y1eg2yg0ur1wt7pk.wpengine.netdna-cdn.com/wp-content/uploads/2020/08/AYF-Volunteer-Training-Presentation.pptx)
 |
| 2 Weeks | * Finalize volunteer list and complete required background checks
* Share time/place of the event and confirm volunteer participation
* Send out a [press release](#_Promotion_Strategies) if you plan to work with local media
* Send out [parent information letter](#_Parent/Guardian_Outreach)
 |
| 1 Week | * Ensure all supplies are ready
* Send reminders to volunteers, and host volunteer training/send webinar link
* Remind school and community of event schedule
* Remind students and families to complete worksheets in [*Apply Yourself Florida Student Guide*](http://floridacollegeaccess.org/wp-content/uploads/2020/09/ayf-student-guide20.pdf)
* Remind students to bring a form of payment for their applications
 |
| Day of Event | * Ask volunteers to arrive early (15 minutes for a quick orientation, 45 minutes if hosting day-of training) and provide refreshments
* Make sure computers and printers are working
* Set up a sign-in/sign-out station to [track participating students and collect data](#_Data_Collection)
* Hang signs/decorations
* Make sure each student receives an [instruction sheet](http://floridacollegeaccess.org/wp-content/uploads/2020/09/Student-Parent-Follow-Up-packet.docx)
* Pair volunteers with students who need extra assistance
* **Remind students to print confirmation pages after submitting applications**
* Direct students who have completed applications to sign out/receive sticker
* Hand out flyers for follow-up activities, like FAFSA completion events
* Take pictures to share with FCAN, your donors, parents and on social media!
 |
| After Event | * Follow up with students who need to submit application fee waivers
* Thank [volunteers](#_Managing_Volunteers) and [businesses](#_Business_Outreach_Best) who supported the event with letters and pictures
* Send [follow-up letters](#_Community_Outreach) to participating students and families about next steps in the college-going process
* Remind students to complete the FAFSA
* Submit participation data and feedback to FCAN Programs Coordinator by email or using the Apply Yourself Florida survey (link will be shared via the link in the counselor e-blasts)
 |

# **Decision Day Timeline Checklist**

|  |  |
| --- | --- |
| Time to Event | Tasks to Complete |
| 7-8 Weeks | * Form a College Decision Day committee at your school to aid in planning
* Evaluate resources and budget for the event
* Brainstorm possible format, agenda, and speakers
 |
| 6 Weeks | * Confirm event date and time
* Share information with school administrators, teachers, and staff
* Discuss possible tie-in assignments with teachers
* Share plans with FCAN and LCAN (if possible)
 |
| 5 Weeks | * Invite potential guest speakers
* Reach out to businesses/colleges for donations and sponsorship using letter templates found here: [www.floridacollegeaccess.org/initiatives/florida-college-decision-day/](http://www.floridacollegeaccess.org/initiatives/florida-college-decision-day/)
* If providing food, reach out to a restaurant/catering company
 |
| 4 Weeks | * Provide seniors with the [Summer Transition Checklist](http://floridacollegeaccess.org/wp-content/uploads/2020/09/Summer-Transition-Checklist.pdf)
* If necessary, begin volunteer outreach
* Plan and prepare outreach and publicity efforts: Prepare a press release (template provided on FCAN’s website), and hang flyers around the school
 |
| 3 Weeks | * Send parents and students letters to notify them of the event, remind them about completing the FAFSA, and ensure them that it’s not too late to apply to college
* Use social media, text messages, robocalls, announcements, school website, marquee, etc. to remind students and parents about the event
 |
| 2 Weeks | * Finalize event agenda and speakers
* Send your press release to the media
* Purchase non-perishable supplies
* Confirm post-high school plans with seniors
 |
| 1 Week | * Remind teachers, counselors, and administrators of the day’s schedule and planned activities
* Encourage students and staff to wear college gear the day of the event
 |
| Day of Event | * Set up the venue
* Take pictures and upload to Facebook, Twitter, Instagram, etc. with hashtags #DecisionDayFL, #CollegeSigningDayFL, and school-specific hashtags
 |
| After Event | * Send a letter to participating students congratulating them on their plans
* Remind students of remaining steps (financial aid, making deposits, etc.)
* Send thank-you letters to volunteers and businesses who supported the event
 |