

Sample Host Site Registration Form

*The following questions can be built into an online sign up form via Google Form, Survey Monkey, etc. This form is intended as an official registration form for high schools to commit as host sites. Questions can be revised to fit the data requests of each state. Additionally, ACAC has a national host site registration form available on its website. State coordinators will be notified of any registrations that are submitted. States are welcome to promote the national registration process as their state campaign registration process, if you prefer.*

Thank you for your interest in joining [State’s Campaign name]. By completing this form, you are registering your high school as a [STATE CAMPAIGN NAME] official site. Host sites are required to set aside designated space and time during the school day for graduating seniors to complete college applications. Host sites are expected to provide technology to complete applications online. Host sites are expected to encourage students to research different colleges and universities in order to find the best match and fit for them prior to [STATE CAMPAIGN NAME].

Please complete this form by [DATE].

Q1. High school name: (required):

Q2. Host site coordinator name (required):

Q3. Host site coordinator title (required):

Q4. Host site coordinator email (required):

Q5. Host site coordinator phone number (required):

Q6. School mailing address:

Q7. City:

Q8. Zip:

Q9. Number of years participating in [STATE CAMPAIGN NAME]:

*[State Coordinators – consider using questions 10-13 to better understand the schools and populations that will be served by your college application campaign]*

Please provide the following data to the best of your ability. [If applicable, provide links to where data can be found]

Q10. Anticipated size of senior class 2021:

Q11. Expected 2020 graduation rate:

Q12. Average Free and Reduced Lunch Rate – School Building (as a percentage):

Q13. College Enrollment Rate (percentage) – Class of 2019:

Q14. I understand as a host site we will need to provide a location with computer and internet access during school hours.

* Yes
* No

Q15. I understand if I am unable to provide a location with computer and internet access that it is my responsibility to print paper applications made available online.

* Yes
* No

Q17. *[Option A]* I understand I will be required to recruit enough volunteers to assist with students during the designated application times.

* Yes
* No

Q17. *[Option B]* I am in need of assistance in recruiting volunteers to assist with students during the designated application times.

* Yes
* No

Q18. I understand I will need to track and share specific aggregate data about the number of participating students and the number of applications submitted during our event with [STATE CAMPAIGN AGENCY] by [DATE].

* Yes
* No