



SCHOOL PLANNING COMMITTEE: AGENDA ITEMS FOR YOUR CONVENING

A school team comprised of a variety of stakeholders is extremely effective in creating support and buy-in for your school's College Application event. There are a variety of topics that can be and should be discussed with your school team.

SOME OF THE KEY TOPICS THE SCHOOL TEAM SHOULD DISCUSS ARE:

- What is the College Application event?
- Outlining the role of the school team
- Identifying date(s) for the event (note your state's designated dates during your discussion)
- Developing a communication strategy: student, families, school staff, community
- Ensuring students are prepared well before the event (researching schools, learning how to pay for the application, understanding additional admissions requirements, writing admissions essay(s))
- Creating or enhancing a college-going culture that is visible in the school in the weeks leading up to the event
- Requesting a Mayoral Proclamation
- Encouraging students to prepare for and participate in the initiative
- Identifying a schedule for the day(s) of your college application event to include all students in the process
- Including underclassmen in the effort
- Engaging volunteers
- Ensuring a process for evaluation and data collection
- Following-up with applications and ensuring the college and financial aid processes are completed
- Confirming there is a plan in place to collect and report data to the state coordinator

After your College Application event, your school team should meet to debrief on the successes and challenges of the current year's initiative – feel free to use the topics above to guide the discussion. The debrief meeting should occur as close to the conclusion of your school's College Application event as possible. By quickly assessing what worked and what areas need improvement, your school team can get a jump-start on planning for next year's program and create an action plan to follow-up with participating students who need to complete the college application and begin the financial aid application processes.

