Instructions for using this file

This file is set up for a mail merge so that you can easily create and print data summaries for all of your sites. To do this, follow the steps below. Don’t want to do a mail merge? You can manually fill in the information for each indivdiual site by deleting the merge fields (the parts enclosed by << >>) and typing the data directly into the certificate.

1. Download the companion Excel file (Site Data File.xlsx – *note that this file can also be used to create Participation Certificates*)
2. Enter the data for your sites, as you would like it to appear in the data summary:
	1. Site Name (high school or organization)
	2. # of participants
	3. Size of the senior class
	4. # of students who completed at least one college application during the event
	5. % of applications that were submitted to in-state colleges or universities (just the number!)
	6. % of applications that were submitted to each type of institution: 4 year public, 2 year public, private, or other (just the numbers!)
	7. # of students who used a fee waiver
	8. # of students who submitted their first application during the event
	9. % of first-generation students (just the numbers!)
3. Save your Excel file
4. Update the Word data summary file:
	1. Add your state logo to the header
	2. Remove any of the data statements you don’t want to include on your certificates (e.g. if you don’t know the number of first generation students, delete that line)
5. Now you will merge the data into the Word file:
	1. Choose the “Mailings” menu
	2. Choose “Select Recipients”
	3. Choose “Use an Existing List”
	4. Choose your saved data file

***DELETE THESE INSTRUCTIONS BEFORE THE NEXT STEP!***

* 1. Choose “Finish & Merge” and “Edit Indvidual Documents”
	2. Review each of your summaries for any errors or spacing issues
	3. Print and/or save your summaries and send to site coordinators



Thank you for participating in the [campaign name], [campaign date]!

Because of your tremendous efforts at «Site\_Name»:

* «Participants» of your «Class\_Size» seniors participated in
**[state campaign name] activities**
* «Students\_completed\_an\_app» of your «Class\_Size» seniors completed at least **one college application**
* «M\_\_in\_state»% of these applications were to colleges and universities **in [state]**
* «M\_\_4yr\_apps»% applications were to **four-year public** institutions
* «M\_\_2\_yr\_apps»% applications were to **two-year public** institutions
* «M\_\_Private\_apps»% applications were to **private** institutions
* «M\_\_Other\_apps»% applications were to **other programs** such as trade schools, military or workforce
* «M\_\_Fee\_Waivers» seniors were able to use **fee waivers** when submitting their application
* «M\_\_First\_App» seniors completed their **first college application** during [state campaign name]
* «M\_\_first\_generation»% who will be the **first in their family to attend college** completed an application

Congratulations to you and your students, and best of luck to your seniors as they move through the admissions process!