
VOLUNTEER MANAGEMENT

Reaching out to businesses, organizations, community groups and their members during Florida College Decision Day is an effective strategy to help create a sustainable college-going culture at your school. Additionally, recruiting volunteers to help out or donate food and supplies will help ensure a successful event. Volunteers can greet and sign in students, assist with set up/clean up, or distribute information about next steps. Use the templates and resources provided to help recruit and inform volunteers for your event.

Recruiting Volunteers

1. Identify contacts in your community who may be interested in helping to make your College Decision Day event a success by either donating time and/or resources. Some examples may include:
 - Local College Access Network (LCAN)
 - Mayors, city leaders or other elected officials
 - School Alumni
 - Underclassmen
 - Student families, PTA (Parent Teacher Association)
 - Volunteer, senior, or church groups
 - Community College and University representatives, faculty, admissions office and financial aid.
 - Business, community, and political leaders
 - Youth programs (i.e., YMCA, Boys and Girls Club, United Way)
2. Send potential volunteer groups a Volunteer Recruitment Letter.
3. When promoting your Florida College Decision Day event, always mention the need for volunteers in your communication.
4. Reach out to student leaders in your school.
5. Create a system for collecting volunteer information. Depending on your school district's policy, you may need to conduct a background check.

Information for Volunteers

1. Identify specific responsibilities and duties for your volunteers. For example, you may create shifts for greeting, handing out prizes or certificates, set up/tear down, managing food and beverage table(s), etc. Create a short explanation of each responsibility for volunteers to follow.
2. Finalize a volunteer list and, as a reminder, send information using the following template notifying volunteers of event details.
3. Provide name tags for volunteers on the day of the event.
4. Conduct a quick orientation, perhaps the morning of the event, to familiarize volunteers on the details of your event.
5. Provide water and snacks for volunteers, especially if they will be volunteering for more than two hours.
6. Send a thank you letter to all volunteers for their dedication to Florida College Decision Day!

Volunteer Recruitment Letter/Email

SCHOOL LOGO
SCHOOL ADDRESS

[date]

Dear [name of organization],

[Name of your high school] is pleased to announce its participation in Florida's College Decision Day. The goal of College Decision Day is to recognize high school seniors for their postsecondary plans and encourage younger students and families to prepare early for postsecondary education. College Decision Day is held annually on or around May 1 and is designed to coincide with the date that most seniors must inform a college of their plans to enroll.

College Decision Day is inspired by the NCAA's National Signing Day to reinforce that excellence in the classroom should be given as much pomp and circumstance as excellence as an athlete. NCAA's National Signing Day is when high school seniors sign a letter of intent to play sports at a specific college. Traditionally, players participate in press conferences to announce their intentions.

Florida's College Decision Day is a new statewide initiative. While many high schools in Florida have individually decided to recognize college-going students, this initiative aims to bring statewide attention to the importance of this kind of recognition. College Decision Day addresses the gap between college application rates and enrollment rates among our students, and the complicated process for officially enrolling in college.

We will be hosting our event on [date and time] and would welcome representatives from [name of organization] to visit our school during this exciting and important time. Volunteers can greet and sign-in students, hand out prizes, set up, clean up, or manage the food and beverage table [tweak this sentence to fit your volunteer needs]. Our students would really appreciate your help and support as they announce their postsecondary plans.

If you or any of your colleagues at [name of organization] are interested in working with [name of your high school] in any capacity, **please contact me at** [site coordinator information].

Thank you!

[Your Name]
[Your Title]

[Contact Information]

Volunteer Training – Example Agenda

Training volunteers for College Decision Day is not a complex task. You want to provide volunteers with enough information to be useful to you and the students but not so much as to overwhelm them. In addition to the very real assistance they can provide to ensure that College Decision Day is successful, they also are likely to become college access advocates in the community.

Host sites are not required to provide a volunteer training. It is up to you based on who you have selected as volunteers and if they feel comfortable with the tasks you are expecting them to complete. You can provide it as a short face-to-face gathering either a week before the event or the day of the event. Be sure, as well, to fulfill your school's background check requirements for non-school personnel who work with students.

I. Welcome and Thank You!

- Have all volunteers sign in and provide you with name, phone number(s), and address (you will need the address later when you send a follow-up thank you note)

II. Purpose of Florida's College Decision Day

III. College Decision Day Logistics

- Provide a short tour of the school highlighting where the event will be held, principal's office, facilities they may use or go into and those that they should not
- Dates and times College Decision Day will be held in your school
- Times that volunteers are expected to be available (it is strongly recommended that they are asked to arrive 15-30 minutes prior to the start of the event)
- Assign tasks to be done by volunteers

IV. Questions?

V. Again – thank you!

Volunteer Thank You Letter

SCHOOL LOGO
SCHOOL ADDRESS

[date]

Dear [volunteer's name],

On behalf of [name of your high school], I would like to personally thank you for volunteering your time at our College Decision Day event. This event could not have been a success without your help and the help of many others who volunteered their time.

During College Decision Day, we recognized [number of seniors] of our seniors for their postsecondary plans. Our seniors are one step closer to actualizing their dreams of attending college!

[summarize events or include any press coverage]

Once again, [name of your high school] thanks you for your efforts and contribution of time at College Decision Day! We hope to see you at our event next year.

Sincerely,

[Your Name]

[Your Title]

[Contact Information]

This guide was created based on a toolkit originally produced by the Michigan College Access Network (MCAN). A special thanks to MCAN for permission to adapt this guide to Florida.

The Florida College Access Network (FCAN) serves as the statewide coordinator for Florida College Decision Day, providing how-to materials and support.

FCAN's mission is to create and strengthen a statewide network that catalyzes and supports communities to improve college & career preparation, access, and completion for all students. Our Big Goal is to increase the proportion of working-age adults in Florida who hold a high-quality postsecondary degree or credential to 60% by the year 2025.

