## **Apply Yourself Timeline Checklist**

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| 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**

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| 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 |