



# Section 4: Volunteers

## Volunteer Recruitment

We love our volunteers- we can't make ApplyNH happen without them! Granite Edvance will recruit and coordinate volunteers in advance of all events. Members of the following communities will be asked to volunteer:

- Local college admission offices
- Educational Talent Search/Upward Bound
- School counselors from surrounding high schools
- Retired school counselors
- Retired admission counselors
- AmeriCorps VISTA members
- School counseling students from local colleges
- Granite Edvance staff

Volunteers can register online at [graniteedvance.org](http://graniteedvance.org), selecting the sites where they would prefer to work. You will be sent a list of your volunteers and their contact information. Please connect with them (utilizing [Appendix 13](#)) at least 48 hours prior to your event to confirm their attendance and share additional logistics including:

- A way to contact you on the morning of the event
- Time and place to meet you
- Location of your event (room number, wing, etc.)
- Any specifics about parking and school procedures
- Information about breakfast and/or lunch
- Recommended attire
- Any contingency plans in case of inclement weather

If you have a volunteer participate from your local community college's Admission Office, you may wish to generate a printed copy of students' transcripts to hand the Admissions' representatives at the conclusion of your event. Doing so may help expedite the acceptance process.

We encourage your site to provide your volunteers refreshments or meals depending on your event's timeframe. You may find that local restaurants or businesses will donate food. As an example, one high school solicited donations from restaurants (Dunkin Donuts provided coffee and donuts for breakfast and Panera Bread provided lunch). If your site has a culinary arts program, perhaps ask if they would like to provide food. As a minimum, please provide water for the volunteers to have throughout the day. If you are unable to provide volunteer refreshments and/or lunch, please contact Granite Edvance.

# Super Volunteers

Each site or Site Coordinator participating in ApplyNH for the first time will be guaranteed a Super Volunteer who has previous experience in this initiative. Many other Super Volunteers will be assigned as well. Granite Edvance will connect this person with you ahead of time.

The majority of a Super Volunteer's role will take place on the day of your event and will include:

- Helping organize and assign the other volunteers job responsibilities
- Taking pictures (for example, your first filer) and sharing them with Granite Edvance
- Ensuring the student tracker forms are completed
- Contacting Granite Edvance to help troubleshoot any NH college application fee waiver processes that are not working

Super Volunteers are the first line of help in making sure your event runs as smoothly as possible.

# Volunteer Assignments

Volunteers are excited to participate and want to feel useful. Giving each volunteer a particular task or assignment will make them feel purposeful, as well as ensure that no component of the event is overlooked. Having one volunteer for every 3 or 4 students is appropriate. Volunteers can:

- Work one-on-one or in small groups with students
  - This is every volunteer's favorite assignment (though they're happy to be helpful with anything!). Take advantage of their expertise and authority by maximizing their time spent supporting and advising students.
  - Many college admissions reps will specifically volunteer for your school because they read applications from your students. So a student could get help from the same person who will lead their admissions decision!
- Manage check-in and check-out – making sure every student completes the required tracking sheet ([Appendix 14](#)) indicating their name, email address (that will be in used the following year), date of birth, and colleges applied to that day.
  - A volunteer can help students submit the form online (recommended for accuracy) or on paper.
  - Paper forms will need to be manually entered into the online student forms. Assign a volunteer or school staff member to enter this information during any downtime to avoid inputting all of them at the conclusion of your event.
- Ask students to sign the **ApplyNH** banner.
- Take a picture of the first student to submit their college application (record their name and number of colleges applied to), as well as larger shots of the computer area. We are excited to shout out your school on our social media pages and website. We welcome multiple pictures from your school! Please email all photos to Granite Edvance.