



# Section 6: Checklist

## Before summer break

- Register for next year's **ApplyNH** (link on [graniteedvance.org](http://graniteedvance.org))
- During spring course enrollment meetings with juniors, make each student aware of **ApplyNH** coming up in the fall, and encourage them to begin thinking about and researching their post-secondary options
- Hand out the Summer College Preparation List for Juniors ([Appendix 16](#)) and Granite Edvance's College Planning Calendar ([Appendix 17](#))
- Give juniors flyer outlining Granite Edvance's Summer Series of workshops to prepare for the college process, including Essay Prep

## Early fall

- Confirm your **ApplyNH** event date with Shelby Miuzzo
- Review your current site coordinator resources
- Consider hosting a college and career fair to help seniors define their college list or other plan
- Establish a team (administrators, counselors, college access personnel, and students) to assist with your site's preparations; host first meeting
- Add your **ApplyNH** date to your site's master calendar
- Reserve the computer facilities for your event

## 4-7 weeks prior to your ApplyNH event

- Hang the **ApplyNH** banner
- Hold an informational evening for seniors and families about the college process (Senior College Night presentation from NHHEAF)
- Tailor parent/guardian letter ([Appendix 7](#)) to your high school
- Distribute parent/guardian letter and **ApplyNH** flyer ([Appendix 6](#)) via email or other avenue
- Create a bulletin board in a senior hallway to advertise your event
- Advertise your event on the marquee
- Determine a set schedule for your event (how many students during a period, how many student sessions you'll hold, etc.). Include which groups or classes of students will participate at what time
- Help students utilize tools to search for colleges (Naviance, CollegeBoard, etc.). Encourage staff to have discussions with students as they build their lists. Direct students to book an [Exploring Options after High School](#) appointment with NHHEAF for individual support
- Remind students to work on/finalize their college essay



- Give all teachers and other staff an **ApplyNH** door sign to complete and hang outside their door ([Appendix 2](#))
- Determine breakfast and/or lunch accommodations and pursue donations if needed
- Contact local officials to make them aware of your event (optional)
- Designate one person to keep track of students that sign up and hand out the appropriate Student Guide ([Appendix 8](#)) to each student
- Decide if your site needs a parent/guardian release on file for each participating student (Sample in [Appendix 12](#))

## 3 – 4 weeks prior to your event

- Share college trivia with students ([Appendix 1](#))
- Share NH fee waiver methods with all involved staff (may not be available until later, dependent upon colleges sharing that information with us)
- Confirm computer facilities and discuss any foreseeable technology issues with your technology coordinator (Zoom/Google Meets links, designated computer for check-in/check-out table, etc.)
- Send out reminder email to parents/guardians about your event
- Remind students to bring a designated staff member their signed parental release (if you require one)
- Deliver workshops or share our webinars on the Common App and essay writing, found on [nhheaf.org](http://nhheaf.org) under the “Educators” tab (optional)

## 2 weeks prior to your event

- Remind administrators, staff, parents and students about upcoming event
- Determine how your site will choose the \$500 scholarship recipient
- Remind students to have finalized college essays and completed their Student Guide prior to the event

## 1 week prior to your event

- Email volunteers (using information found in [Appendix 13](#))
- Connect with your site’s Super Volunteer to review event logistics
- Encourage staff to wear college gear on the day of your event
- Alert local media, schedule time for them to view the event (optional)
- Write chosen information (directions, college trivia facts, etc.) in the customizable posters provided and hang around site ([Appendix 5](#))
- Print enough Student Tracker Sheets ([Appendix 14](#)) for all students (or plan to have them submit online)
- Arrange for water, other refreshments for volunteers- contact Shelby Miuzzo if you need/want financial assistance



- Set aside printer paper, tape, sharpies, etc. for the date of the event

## Day of your event!

- Move your **ApplyNH** banner to your event location
- Set up a table for check-in/check-out with a computer
- Welcome Super Volunteer/Volunteers
- Morning events - have coffee available (volunteers can't get enough!)
- Work with Super Volunteer to assign Volunteers their jobs, including:
  - Distributing materials to students
  - Answering student questions
  - Providing feedback on college essays
  - Take picture/screenshot of the first student to submit an application. Send to [cpaiva@gsmr.org](mailto:cpaiva@gsmr.org)
  - Take pictures/screenshots of computer area, groups of students, volunteers, etc.
  - Ensure students complete their tracker sheets and that any paper sheets are entered into the web form before the end of the day
- Choose/announce scholarship winner (if appropriate)
- Ensure students receive information on next steps, including recommendation letters, sending their transcripts, and applying for **financial aid (filing their FAFSA)**

## After your event

- Double check spelling and dates of birth for all participating students (list sent after your event) and send any corrections to NHHEAF
- Follow up with school team to debrief – sharing successes and challenges
- Complete the feedback survey sent to you after your event
- Encourage students to complete their after-event items, including applying for financial aid and **filing their FAFSA**
- Stay in touch with NHHEAF's CCP and watch out for additional resources!**