



Site Coordinator Quick Guide

Your Role

As Site Coordinator, it's your role to lead the planning and execution of the ApplyNH event at your site. Follow these steps to ensure a successful day.

1. Promote the event

The most important part of your role as Site Coordinator is **encouraging students to participate**. They can't get the support if they don't come!

Use these key talking points when encouraging students to participate. Distribute them to your staff and faculty so they can help you promote the event, too:

- ApplyNH gives them **dedicated school time** to work toward their future goals.
- **It's okay** if they aren't sure of their path – they can come work on a resume or anything they'd find helpful.
- This is a great opportunity to hang out with college admissions reps and see how they're just **normal people** who want to help them succeed (note: this applies only to schools utilizing college admissions reps as volunteers)
- This event is one of their senior year **rites of passage**, like prom or graduation – don't miss out!
- They'll be entered to win a **scholarship!**
- It's a fun, exciting event!

2. Create a schedule

Outline a schedule for the day, being sure to consider how many students you're expecting to attend, and how much space you'll have to accommodate them. Here are some tips:

- Choose a space (suggestion: computer lab or library) and determine how many students you can comfortably accommodate at a time in the space. Remember that you'll need workspace for the student, room for the volunteers, and, if possible, a separate section for check out.

- Set up appointments in blocks of about 20 minutes but allow for flexibility for students who need more time. This will keep the day moving for staff and volunteers while meeting students where they are. And be sure to have students sign up for an appointment in the weeks leading up to the event. Make a plan to keep things running smoothly. Leave room in the schedule for students who miss their scheduled appointment slot and designate someone to communicate with them.
- Make sure that everyone at your school who needs to know about your event is well-informed – consider IT, maintenance, teachers and coaches whose students may be impacted, and parents/guardians.

3. Organize volunteers (optional)

- Indicate on the Site Registration form when you are registering that you are requesting volunteer support if possible.
- Share any important details (location, parking, timing, etc.) with your volunteers ahead of time. It is also helpful to share the Common App HS Info Sheet with them.
- Remember, volunteers want to be busy and helpful, so make sure you have a plan to put them to work! They can help students with their applications one-on-one or in small groups, walk students through the Tracker when they're done, take pictures, and more

4. Prepare students

Students will greatly benefit from your guidance about the postsecondary process and their individual plans. Help them prepare by following these tips.

- Provide each student with the following information:
 - GPA scale and weighted/unweighted
 - Student rank
 - Transcripts
 - Letter of recommendation

*For a complete list of all information students will need, check out the Common App's [High School Details Information Sheet](#)

- Distribute the Student Guides (**Appendix 8**) to all participating students ahead of time. These guides are step-by-step instructions for how to prepare to complete applications during your event. There are three different guides tailored to specific postsecondary pathways, including 2-Year College, 4-Year College, and Training & Career Prep Programs While students will have a significant amount of time to work on their application(s) with volunteers during ApplyNH, they do need to come prepared with a list of colleges/programs they wish to apply to and as much of



their Student Guide completed as possible. Whether they're applying to college, trade school, apprenticeship opportunities, or other career programs, the preparation steps are largely the same.

- Tackle the essay ahead of time. Most 4-year colleges require an essay, and many trade and technical schools, apprenticeship opportunities, and other career programs utilize them, too. Students should come prepared with theirs completed and ready to cut and paste into application forms. This means that staff will need to work with students on selecting topics and writing essays that follow application requirements in the weeks leading up to the event.
- Include all students. There are always students who are unsure of what path they should take after high school- or even where to begin. For these students, we strongly recommend they consider applying to your local community college, where they can explore their options in an affordable way. These students can also utilize the time to explore their options or work on their resume.

5. Other Considerations

Admission Fees

All New Hampshire colleges and universities waive their admission fees for participants in ApplyNH.

- We will provide a handout (**Appendix 18**- sent a few days prior to your event) that describes the fee waiver process for each college.
- For many students, there is a fee to apply to schools outside of New Hampshire. If students are not eligible for fee waivers, they need to come prepared with a payment method.

Tracking

It is critically important that all student information is captured once they have finished submitting their college applications.

- Students can enter their data directly into the web form (found at graniteedvance.org on the ApplyNH page) with volunteer supervision (preferred) OR they can complete a paper tracker, and a volunteer should enter the information into the web form.
- We use this information to track the number of students assisted and number of applications submitted, as well as provide identifying information to the NH Department of Education in determining college enrolment.