

UTAH COLLEGE APPLICATION WEEK



HIGH SCHOOL EVENT COORDINATOR MANUAL 2024



TABLE OF CONTENTS

Executive Summary	3
Section 1: Introduction	5
Welcome to Utah College Application Week!	6
About our National Partners: ACAC/ACT	6
Section 2:UCAW Event Coordinator Planning	7
Event Coordinator Role & Responsibility	8
Responsibilities of Participating High Schools/Districts	8
Responsibilities of the Utah System of Higher Education	8
Event Coordinator Checklist.....	9
Building aUCAW Team	12
UCAW Team Worksheet	13
Staging a Successful Event.....	14
Best Practices to Set up an Event	15
Logos, Buttons, and Stickers.....	15
Structuring the Application Event.....	17
The Core Class Model	17
The Non-Core Model	17
The Technology Model.....	17
The Hybrid Model.....	17
Optimizing Resources Model.....	17
Individualized College Planning Model	17
Additional Resources	19
Section 3: Pre-Event Awareness and Activities	20
Best Practices for Creating a College-Going Culture.....	21
College-Focused Activities in the Classroom.....	21
Section 4: Media and Public Relations	23
Section 5: During Utah College Application Week	28
Section 6: Post-Event and Follow Up	32
Appendix A: Student Resources and Handouts.....	37
Additional resources at ushe.edu/utah-college-application-week/	37
Appendix B: Sample Letters, Emails, Forms and Press Releases	51



Executive Summary

UCAW is part of the [American College Application Campaign and the ACT Center for Equity in Learning \(ACAC/ACT\)](#). ACAC/ACT is a national effort to increase college access through sharing ideas, developing best practices, and providing technical assistance to implement a college application event.

Remember that UCAW is part of a 1-2-3 step approach that includes a FAFSA Completion Event (refer to the FAFSA Night manual) to ensure students apply for financial aid to receive funding opportunities such as scholarships and grants. Lead-up events can assist students in registering for their StudentAid.Gov account, and a celebration of College Decision Day in May is the final event in the cycle.

After College Application Week events, school teams should meet to debrief the successes and challenges of the current year's initiative. By quickly assessing what worked and what areas need improvement, teams can jump-start planning for the following year's program and create an action plan to work with students who still need to finish the college and financial aid application processes.

For any questions regarding the information included in this document or about Utah College Application Week, please contact the UCAW State Coordinator at ucaw@ushe.edu.

American College Application Campaign equityinlearning.act.org/acac

Utah System of Higher Education ushe.edu/utah-college-application-week



New Event Coordinators

Welcome to Utah College Application Week! This manual will help new event coordinators organize and planUCAW events. There are several resources in this manual to help kickstart the planning process:

- Welcome & Background: Utah College Application Week 7
- Event Coordinator Responsibilities 9
- Event Coordinator Checklist 10
- Best Practices: Creating a College-Going Culture/UCAW Awareness 22
- College-Focused Activities in the Classroom 22
- Application Fee Waivers 36
- Data Collection 37
- After Your College Application Event 39
- Resources and Handouts 42

Returning Event Coordinators

Welcome back to Utah College Application Week! This manual contains several resources to help returning coordinators refresh their knowledge on planningUCAW events and to assist in training newUCAW staff members:

- Event Coordinator Responsibilities 9
- Event Coordinator Checklist 10
- Application Fee Waivers 36
- Data Collection 37
- Resources and Handouts 42

Partnership with the National American College Application Campaign

Utah College Application Week aims to provide every high school senior at our partner schools with the opportunity to complete at least one college or university application during the school day. The program focuses particularly on students who will be the first in their families to attend college, low-income students, and those who may not have otherwise considered applying to college.





Section 1: Introduction



Welcome to Utah College Application Week!

This initiative aims to help high school seniors navigate the college admissions process and ensure each high school senior submits at least one college admissions application during the school day. Below are a few items that schools say make a successfulUCAW event:

- There is no participation fee or cost for schools participating inUCAW.
- Success is heavily reliant on school buy-in and the ability of a site coordinator to absorb the hours required for planning and implementation.
- As part of Utah College Application Week, schools should plan a FAFSA Completion Event to ensure students apply for financial aid. Lead-up events can assist students in registering for their FAFSA StudentAid.Gov account.
- The final event in the cycle is a celebration of College Decision Day in May. Nationally, this is viewed as the 1-2-3 step approach.

About our National Partners: ACAC/ACT

The ACAC initiative began in 2005 and was run by a single GEAR UP program in Chatham County, North Carolina. By 2008, several other states had started implementing a College Application Campaign. In 2014, ACAC was integrated into all fifty states. Utah joined the initiative in November 2013 with a pilot program of eight high schools in three districts with 2,300 students. Last year, 150 Utah high schools in 43 districts participated, from Logan to Blanding and Tooele to Moab. More than twenty-four thousand seniors completed college applications as part ofUCAW last fall.

As an ACAC partner state, Utah commits to tracking completed college applications statewide. Tracking college applications and data in each school becomes vital to the sustainability of this program.





Section 2: UCAW Event Coordinator Planning



Event Coordinator Role & Responsibility

- Each high school will identify a site coordinator, typically a counselor or an assistant principal, responsible for implementing the program at their school.
- Institutional memory is valuable! This is why we ask that interns and other temporary employees be reserved to assist in planning and implementing UCAW events and that the primary site coordinator be either a school counselor or a permanent school employee. Temporary employees, like interns, are essential to accomplishing UCAW events and maintaining rapport with students. They will also be an excellent support to permanent school employees on site.

Responsibilities of Participating High Schools/Districts

- Participating schools are expected to hold their UCAW event in October or November, the state of Utah's official Utah College Application and Financial Aid Awareness Month.
- We encourage site coordinators to implement UCAW in a way that will work with their school populations, staff, volunteers, geography, and resources. The success of UCAW is based on the flexibility to tailor the program to serve best your school schedule, school culture, and student population.
- Many schools have succeeded with a two-week model: one week for building awareness and excitement, followed by the actual application week. Other schools are small enough that their College Application Week is just one day. For more details, see the *Structuring the Application Event* section on page 19.

Responsibilities of the Utah System of Higher Education

- The state UCAW coordinator will provide national and statewide coordination, overall planning, timelines, tracking/reporting data, and implementation for this program at a state level.
- USHE will create training materials for successful implementation and provide links to UCAW resources on the USHE website: ushe.edu/utah-college-application-week.



Event Coordinator Checklist

Before UCAW

- Register your school to participate in UCAW and FAFSA Nights at https://csbsutah.co1.qualtrics.com/jfe/form/SV_88joIEoPTRKtqKi.
 - *Please note that UCAW and FAFSA Night events do not need to occur on the same day or week. The idea is that your school schedules a UCAW event during the school day to allow seniors access to a knowledgeable adult to help them submit at least one college application **AND** a FAFSA Night in the evening to provide parents access to attend.*
- Review the [UCAW/FAFSA Night List-Public](#) to ensure your school has scheduled the correct dates. Please provide ample time to request a change to ensure volunteer coverage.
 - *Need to change your school's UCAW or FAFSA Night date(s)? Refer to the link above and select "I need to change details on my event."*
- Build a school site team. Plan the first meeting date and include key planning stakeholders (i.e., teachers, SBOs, administrators, college access personnel, etc.). See the section *Building a UCAW Team* below this checklist.
- Add the UCAW dates to your school's master calendar.
- Reserve space and computer labs/carts for UCAW. Each school's UCAW structure will be different, but the idea is to reserve time and space to help students apply.
- Communicate the opportunity to students, parents, families, and the community; this is a great way to recruit volunteers. Sample letters are in the *Resources and Handouts* section.
- Recruit and train school and community volunteers for the day of event tasks. Volunteers may include student leaders, teachers or staff, parents/PTA, alumni, community groups, or local businesses.
- Contact regional college representatives and college/university admissions offices to request volunteers for the event who can help students fill out college applications.
- Check ushe.edu/utah-college-application-week for updated information on college admissions, college application links, and other handouts you can use during UCAW.

Personalized to-dos:

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During UCAW

- Set a goal for seniors to complete at least one college application.
- Welcome volunteers and make sure they are all clear on their roles and responsibilities.
- Coordinate with your school's FAFSA Night Coordinator to help students register for their FAFSA StudentAid.Gov account during UCAW.
 - *Be prepared to share information about HB-144 and scholarship opportunities for eligible non-citizen students.*
- Help promote your school's FAFSA Night to students and parents. Make sure that conversations about applying to college include paying for college.
- Help students send transcripts to colleges and universities immediately after submitting a college application.
 - *Utilize electronic transcripts whenever possible to reduce time and cost. Refer to the "Electronic Transcript Info & Instructions" handout linked on the UCAW website.*
- Ensure each senior receives a packet of information, including the "What's Next" document and information on FAFSA completion
 - *Optional: Plan a make-up event for students who could not participate in UCAW.*
- Remember to take pictures during UCAW events and upload them to Facebook, X (formerly Twitter), or Instagram and use hashtags #iApplied, #CollegeBound and #UCAW.
- New Option! The Keys to Success App has a College Application Checklist. Students can explore Utah colleges and access a step-by-step checklist of the college application process.

Personalized to-dos:

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Event Follow-Up

- Submit all requested information and data to USHE. i.e., respond to the UCAW Event Coordinator Survey.
- With the support of a college access adviser or scholarship coordinator, plan to follow up with students to ensure they submit transcripts and/or submit incomplete college applications.
 - *Optional: Organize a make-up event for those absent or not completing an application.*
- Coordinate a wrap-up meeting with your school team to discuss positive outcomes, areas for improvement, and ways to eliminate these issues next year.
- Thank your volunteers. See the *Resources and Handouts* section for a sample letter.

Personalized to-dos:

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Spring Events

- FAFSA Completion events or programs: work with your school's FAFSA Night coordinator to co-plan or promote any follow-up events at your school.
- On National Decision Day, May 1, plan a small celebration, assembly, or lunchtime activity to celebrate seniors' decision to enroll in college, university, or any postsecondary plan, such as joining the military or Peace Corps, serving a religious mission, or entering the workforce.

Personalized to-dos:

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Building aUCAW Team

Utah College Application Week events held at participating high schools are collaborative initiatives organized by the event coordinator. A school team of various stakeholders effectively creates support and buy-in for your school'sUCAW event.

Leveraging partnerships with the following groups will provide much-needed volunteers, increase success, and generate additional ideas. The worksheet below provides suggestions for groups to incorporate as you build your team.

- Community organizations
- PTAs and other parent or family groups
- Community councils
- Student clubs or honor societies (Black Student Union, Latinos in Action, etc.)
- Teachers
- College readiness personnel within your school or district (i.e., Utah College Advising Corps, GEAR UP, PACE, TRIO)
- Local college access groups that serve your area

After your Utah College Application Week event, yourUCAW school team should meet to debrief the successes and challenges of the current year's initiative. By quickly assessing the items below, your team can start planning for next year's program.

- What worked and can be continued in next year's event
- What areas need improvement
- Create an action plan to work with students who still need to finish the college application and financial aid application processes
- Additional items your school team would like to address



UCAW Team Worksheet

Potential Partner	Name	Email Address	Phone Number
Administration (principal, assistant principal, etc.)			
School counselors			
Utah College Advising Corps Adviser or Regional Coordinator (if applicable)			
Student leaders			
Teachers			
Title 7 representative (Indian Education)			
PTA, parent, or community council representatives			
School district foundation			
Community non-profit organization			
Faith-based community representative			
K-12 or K-16 alliance			
Local business leaders			
Mayor's office			
School Board Association			



College Access Personnel (may not be applicable in all districts or all schools)			
AVID partner			
GEAR UP			
TRiO – Talent Search			
TRiO – Upward Bound			
Latinos in Action (LIA)			
People of the Pacific (POP)			
Black Student Union (BSU)			

Staging a Successful Event

Based on feedback from previous UCAW events, schools with the most success had strong support from school administration and district staff. Involving teachers and other staff in awareness activities and application efforts will also contribute to a successful event.

Key elements high schools implement for a successful UCAW event included the following as part of their initiative:

- **Create awareness of postsecondary options.** Continue to create a college-going culture within your school using various approaches—this guide includes suggestions and best practices.
- **School team.** Identify and gather a school team of counselors, staff, and community members with school administration and district support.
- **Space to host event activities.** Reserve and use computer rooms or classrooms with computer access for students to complete college applications.
- **StudentAid.Gov account.** Host at least one FAFSA completion event to help eligible high school seniors create StudentAid.Gov accounts. This allows the college application process to lead to financial aid opportunities with the FAFSA application.
- **Follow up with students after the event** to ensure the applications they submitted are complete, including official high school and Concurrent Enrollment transcripts, college entrance exam scores, payment of application fees (if applicable), etc.
- **Decision Day.** Create a celebration surrounding National Signing Day/College Decision Day during the first part of May. Visit [National College Signing Day](#) for more information



and ideas.

- **Engagement with the local entities.** Engage local college access programs, community organizations, families, and others through volunteer opportunities, informational letters, advertising campaigns, or other marketing efforts.

Best Practices to Set up an Event

- Leverage the support of the school team to ensure that students are prepared to participate in the event.
- Plan pre-application activities, such as assigning students the task of researching the institutions they want to apply to using the Keys to Success College Application Checklist, Student Interest Worksheet, or College Application Checklist.
- Use the College Application Worksheet to help students become aware of the information required to file a college admissions application (e.g., application fees, testing requirements, driver's license, enrollment deposit).
- Use student leaders or other peer-to-peer mentors throughout the process. Several other schools reported this as a very positive addition to their UCAW event.
- **Optional:** Solicit funds from businesses, community organizations, or district foundations to support students with financial needs to help with application fees, as well as other donations to be used as prizes and giveaways for students.

Logos, Buttons, and Stickers

UCAW is a statewide initiative linked to a national campaign. Although implementation is done at the high school level, each event is part of national and statewide college access programming.

Please include the UCAW logo in addition to any district or school logos when planning and executing your own advertising, marketing, and communication efforts. This includes handouts, worksheets, online resources, printed posters, press releases, letters, or communications to students, parents, and volunteers.

Promotional material during UCAW events includes the button and/or sticker. USHE tries to provide these materials to schools, but materials may not be provided yearly. Schools can use the button and sticker design and print their own. **All school-produced documents should include the UCAW logo, district or school logos, and copyright.**

Digital files with Spanish and FAFSA logos are available online using the QR Code.



If you need specific files, please reach out to ucaw@ushe.edu.



UTAH COLLEGE
APPLICATION WEEK



Utah



3" button



1.5" stickers



2.5" sticker



Structuring the Application Event

The Core Class Model

The most common model for UCAW is to organize the event around core classes that enroll all high school seniors, typically English classes. These classes are brought to the computer lab during regular class time to participate in UCAW. For schools with limited computer labs, this means scheduling class lab space throughout the week. This is the easiest model to plan but be aware of other events that may take up core class teachers' instruction time.

The Non-Core Model

Instead of using core classes, some schools have used citizenship/government classes for UCAW. Remember that not all seniors are in this half-year class during the fall. Schools that use this model have identified students outside the citizenship/government courses and checked them out of another non-core class to participate.

The Technology Model

Some schools have enough computer labs, individual laptops, and bandwidth for the entire senior class to be online at the same time filling out applications. Schools will still need to designate a room for students using laptops and staff those rooms with teachers, counselors, or volunteers familiar with the application process to help answer questions. Using this formula, a high school may be able to schedule all seniors to complete an application in a single day or half-day, depending on school size.

The Hybrid Model

Some schools, such as Provo High School, distribute a short survey to their seniors, asking them to identify their top college choices. Provo High then organizes students based on where they want to apply and sends them to the designated computer lab. For example, all students applying to UVU were together in the same computer lab, with a UVU representative available to answer questions. Students filling out the same application together helped troubleshoot common problems. This method takes more planning and preparation but typically runs smoothly.

Optimizing Resources Model

San Juan School District covers a large rural area with five high schools across many miles. Their UCAW team consisted of individuals from the district and the USU-Blanding campus. This team spent one day at each high school for a week, helping students fill out their college applications. Due to their small class sizes and distance between schools, this method helped each high school maximize its resources. The district and USU-Blanding could equally support these schools by traveling to each one on a designated day.

Individualized College Planning Model

For schools with small senior class sizes, it may be more effective to meet with students



individually to discuss their college plans with the goal of submitting one college application together. When the student hears back about their acceptance and financial aid package to multiple colleges, consider meeting with the student's parents or guardians to talk about choosing the best college for the student's needs.

Distance Learning Model

Due to the pandemic, many schools implemented UCAW through distance learning. Schools have created a self-directed Canvas course, while others have created a page on their school counseling site for their event. Schools may also consider directing students to the Keys to Success College Application Checklist to help them explore colleges. Social distanced events may be possible, so please follow your district and school policy.

Online Model

Some schools operate entirely online or may choose to plan an online event to cater to their student needs. This model is similar to the distance learning model. Consider setting up a Zoom call with breakout rooms and assigning volunteers to help with specific college applications so all students can complete the application together. Depending on the school size, consider meeting with students individually to discuss their college plans to submit a college application by the end of the meeting. Parents could also be involved in this process.

College Admissions Representative Model

Some schools have incorporated appointment times for students to meet with their college of choice. This allows students to meet with a college recruiter one-on-one to ask specific questions about their application and the next steps. Schools may consider including scheduled time for walk-in appointments for students who did not sign up to meet with a college recruiter.



Additional Resources

American College Application Campaign
acac@act.edu

College Application Week Utah System of Higher Education
ushe.edu/utah-college-application-week ucaw@ushe.edu

Keys to Success
ktsutah.org/ucaw

Georgia Apply to College Materials University System of Georgia
usg.edu/apply-to-college

Go On, Idaho! Statewide FAFSA DAY
financialaid.boisestate.edu/timely-tips-archive/goonidahostatewidefafsaday

Kentucky College Application Week Materials Kentucky Higher Education Assistance Authority
kheaa.com/website/kycaw/home

Michigan College Application Week
micollegeaccess.org/events/college-application-week micollegeaccess.org/events/college-application-week/site-coordinator-resources

North Carolina College Application Week College Foundation of North Carolina
cfnc.org/caw

Oregon College Application Week Oregon Goes to College
oregongoestocollege.org

West Virginia College Application and Exploration Week College Foundation of West Virginia
cfwvconnect.com/caew.html





Section 3: Pre- Event Awareness and Activities



Best Practices for Creating a College-Going Culture

Provide activities for **all students** in your school before and during Utah College Application Week. You might organize workshops during student/family pre-college evening events, homeroom with students, or the actual College Application Week. You can find templates for some of these activities in this manual's Resource and Handouts section and in the best practices document on the Utah College Application and Financial Aid Resources webpage. If you see something you'd like to add, please email ucaw@ushe.edu.

Some topics to focus on include:

- **9th grade:** Decision making, learning styles, study habits, high school transcript, academic planning, connections between school and careers, how to qualify for a scholarship, colleges and the degrees or certificates offered, college admission criteria, etc.
- **10th grade:** Progress check, extracurricular activities, earning college credit during high school (AP, IB, Concurrent Enrollment), college costs and ways to pay, college visits (including online visits), college entrance tests, etc.
- **11th grade:** Money management, finding scholarships, admissions process, college entrance tests, preparing to apply, writing personal statements and essays, etc.
- **12th graders who have already applied to college:** Peer-to-peer mentoring during UCAW, what to expect in college, resume writing, completing the FAFSA, searching for scholarships, finding the right college for you, etc.

College-Focused Activities in the Classroom

- **Keys to Success College Application Checklist:** Students explore Utah colleges and have access to a step-by-step checklist of the college application process. The feature launched in October 2022, and now there is a KTS app available year-round so students can keep track of the steps it takes to apply to college. Download the KTS app from the Apple Store or Google Play.
- The US Department of Education Federal Student Aid Office and USHE have grade-level checklists and research tools to help students become academically and financially prepared for postsecondary education. These checklists and resources can be utilized in classroom preparation activities:
 - studentaid.gov/resources/prepare-for-college/checklists
 - https://ushe.edu/wp-content/uploads/pdf/k-12/college_guide-english.pdf (English)
 - https://ushe.edu/wp-content/uploads/pdf/k-12/college_guide-spanish.pdf (Spanish)
- Ask English teachers if they would be willing to coordinate a writing workshop for personal statements or essays. Teachers can review correct grammar and language for college applications or scholarships. Additionally, stress the importance of using appropriate email addresses.



- Ask financial literacy teachers if they would be willing to teach a lesson on calculating financial need, student loan repayment options, and the return on investment of a college degree. Investigating the average salaries of students who graduate in particular fields is an important piece of the research.





Section 4: Media and Public Relations



Utah College Application Week Media

Information and Guidelines

USHE can gain public support and momentum through strategic public relations, press releases, and communication as a statewide campaign.

Local and statewide media coordination generates support and awareness from the government, businesses, and the community.

Individual schools and districts can contact and speak with the media regarding their UCAW events. Please make sure to follow district or LEA media policies and rules. Suggested press release verbiage is in the *Resources and Handouts* section; schools must include this information in any communications with media.

Photo/Video Release Forms

If you plan to use a student's likeness via photo or video images, please follow your district or LEA guidelines on photo release forms and keep them on file.

Local Press Releases

Contact your local media to inform them of your College Application Week. If school policy allows, invite media to cover your program. Media coverage will help students, families, and the community recognize the importance of this program for your school and students. If your school or district has a public relations specialist, utilize them to draft your press release and send it to the proper outlets.

Mayoral Proclamations

USHE will work with the Governor's Office to proclaim October Utah College Awareness & Application Month. A mayoral proclamation for your city is a compliment. If multiple schools are in your city limits implementing an event, coordinate with them so the proclamation is accurate and reflects all participating schools. A sample proclamation is included in the *Resources and Handouts* section.

Social Media

Social media is one of the easiest and quickest ways to share information. It is helpful to create posts ahead of time that include the UCAW hashtags so students can share them on their social media accounts. Use the hashtags **#UCAW**, **#whyapply**, and **#iApplied**. This helps brand the UCAW campaign and makes posts easier to find. Follow **@USHECounselor** and **@higheredutah** on X (formerly Twitter).



← **USHE Counselor Outreach**
6,440 Tweets



USHE Counselor Outreach
@USHECounselor

Information and updates for K-12 counselors and administrators from [@higheredutah](#). For more Utah college and career readiness resources, visit [@ktsutah](#).

📍 Salt Lake City 🌐 [ktsutah.com](#) 📅 Joined March 2011

1,873 Following 4,862 Followers

Tweets Tweets & replies Media Likes

Example Social Media Posts

Facebook: Post multiple times weekly, leading to important dates and deadlines. It is important to post items that will engage the audience and encourage them to participate in the conversation. Include photos, when possible, to illustrate the success of your event.

X (formerly Twitter): X has a limit of 280 characters per post. To leave space for users to retweet your post and add a comment, try to keep them to 140 characters or less. Use the recommended hashtags **#UCAW**, **#CollegeBound**, and **#iApplied** to help with branding and searchability. Include photos when possible. Encourage students to use these hashtags as well. Follow **@USHECounselor** and **@higheredutah** on X.



X (formerly Twitter) Example:


← **USHE Counselor Outreach** Follow
6,440 Tweets ↕ 10 ∩ 10 ||| ↓

↳ USHE Counselor Outreach Retweeted
MVHS Counseling @mv_counselors · Oct 6, 2020 ...
We had a GREAT day helping seniors fill out college applications! #UCAW is awesome 🎉 #IApplied (Pictured here are the Library and Counseling Center doors)



🗨️ 1 ↻ 3 ❤️ 7 ||| ↗

Instagram Example:

 **granger_counseling_center** Follow ...



📍 67 views ·
granger_counseling_center Don't forget to show us your UCAW Spirit!
#Ucaw #ucaw2021 #iApplied
October 5, 2021



Media/PR Tips

Following your respective district/LEA's media policy:

Media

If the media contacts you for a story or if they agree to film any UCAW assemblies or activities:

- Send them to the public relations/communications professional at your district/LEA, if applicable (www.schools.utah.gov/schoolsdirectory; and here for districts: www.schools.utah.gov/schooldistricts).
- Contact Trisha Dugovic, Utah System of Higher Education Director of Communications, at tdugovic@ushe.edu.

If you are reaching out to the media by press release or other action:

- Make sure that the public relations/communications professional at your district/LEA is involved, if applicable
- Follow all current school district media protocol
- Blind Copy (BCC) Trisha Dugovic on all press releases or other actions (tdugovic@ushe.edu)

Press Releases

We suggest that the following paragraph be used at the bottom of press releases:

About Utah College Application Week

Utah College Application Week (UCAW) gives every high school senior in participating schools the opportunity to apply to college during the school day. UCAW is coordinated by the Utah System of Higher Education, is part of the American College Application Campaign and ACT Center for Equity in Learning, and focuses on supporting first-generation and low-income students to apply to and enroll in college.





Section 5: During Utah College Application Week



Utah College Application Week Materials

The Utah System of Higher Education has providedUCAW materials such as buttons and stickers, but it encourages schools to use recycled “Ask Me about College” buttons for volunteers. Volunteers and school staff use buttons annually to identify them as a resource to students during college application events and throughout the school year. See page 52 for printable buttons and stickers.

Schedule of Events

To keep your school team, administration, teachers, other staff, and volunteers on the same page throughout yourUCAW event, consider distributing a detailed schedule of what will happen where and when in your school.

Student Instructions on the Day of the Event

Provide students with the *Students Instructions Handout* for a step-by-step checklist of the college application process. This handout is similar to the information students find within the Keys to Success App feature called College Application Checklist. The online version of this checklist will provide more details, direct links to applications from Utah colleges and universities, and information on financial aid and scholarships.

To access the online College Application Checklist, have the student create a KTS login. If a student already has a login, they will have access to this feature.

Volunteer Tasks

Volunteers are an essential part of a successful College Application Week. Be sure to follow your district and LEA guidelines on using volunteers in the school. Although familiarity with the college application process is a plus, it is not required for volunteers to have a meaningful impact at a participating high school. Here are a few tasks that volunteers can perform during any given College Application Week event:

- Post signs in the school directing to the event. Good signage is the key to reminding students of the event and getting them to the right place.
- Greet students as they arrive at the computer lab.
- Help students log on to a college’s website portal and begin an application.
- Guide students through the college application process and help answer any questions they may have, regardless of where they wish to apply.
- Help students register for a StudentAid.Gov account after they submit their college application(s).
- Share personal college experiences with students, as requested.
- Distribute materials to students after they complete their college application(s), such as the “I Applied, What’s Next?” handout and a reminder to attend the FAFSA Completion event scheduled at the school.



- Congratulate each student on applying to college and encourage them to complete their admission by sending in their high school transcript, test scores, or any other documentation the college may require.
- Encourage students to share their experiences with other classmates.

Application Fees

As of January 2024, all public colleges and universities removed undergraduate application fees for Utah students. This includes concurrent enrollment applications. Items still in place:

- Deadlines for admissions and scholarships
- Enrollment fees and deposits
- Other fees (e.g. coursework)

Facts-at-a-Glance

The USHE Access team works throughout the summer to update the Facts-at-a-Glance. This document provides information on application fees, Utah college admission and scholarship deadlines, and tuition costs. If you have registered as an event coordinator, we will provide up-to-date information on application requirements via email and on the USHE College Application and Financial Aid Resources [website](#) by September.



Data Collection

USHE reports to the Utah Board of Higher Education, the Governor’s Office, the state legislature, and our national partners on how many high school seniors participate in UCAW events across the state. You will also want to report to school administrators, the school board, parents, volunteers, and community members about the impact of your program.

Data tracking helps both of those efforts. USHE continues to administer the UCAW Coordinator Survey to help reduce surveying students directly. Your response will help capture the number of students who applied to college. To account for all students applying to college, please include those who submit applications during and after your school’s UCAW event up until December.

Please submit your survey response by December 2024.

Survey: csbsutah.co1.qualtrics.com/jfe/form/SV_1TRAwdmJthswYce

[More information](#) about the survey.

Survey QR Code





Section 6: Post-Event and Follow Up



After Your College Application Event

Team Debrief

As noted on the timeline and checklist included in this manual, it is important that your school team meet after the College Application program to discuss what worked and identify areas for improvement. This time can also be used to share first impressions of your program's results.

Use the student sign-out sheet to understand the number of students who applied to college and the number of applications submitted. During this debrief meeting, the school team should identify a plan to follow up with participating students to ensure they complete the application process (by submitting transcripts, test scores, application fees, etc.) and submit a completed FAFSA.

School counselors, AVID, GEAR UP, TRIO, or UCAC advisers can be potential staff members to help follow up individually with students to ensure all application fees have been paid and transcripts are submitted to colleges and universities.

FAFSA Completion

Strive to help most seniors create their StudentAid.Gov account before your school FAFSA Nights. Consider including an activity to make the accounts during Utah College Application Week and start the conversation about paying for college. Talk with students and families about the importance of FAFSA completion and notify them of FAFSA completion events in your area or offer any other assistance necessary. This includes giving all students additional information on scholarships (state, institutional, and private), grants, and HB 144 as potential options outside of federal financial aid. **Please refer to the FAFSA Night Coordinator Manual for additional information. Below is an example of messaging sent to students and families about FAFSA Night.**

*Dear Parents/Guardians of (Name of High School) Seniors,
Save the date! On (Date), from (Time), we are hosting an event to help students and parents/guardians with the Free Application for Federal Student Aid (FAFSA) process. All participating seniors and their parents/guardians will get expert help on this form, which can help them pay for school, qualify for work-study jobs, meet the requirements for scholarships, and more.*

The FAFSA opens doors to grant money (which you don't have to repay), scholarships, work-study, and more. The FAFSA is the first step toward achieving college dreams, whether aiming for a technical college or a two-year or four-year institution. Alternative resources for eligible non-citizen students in a private and supportive environment will also be provided.

Students and parents must sign up for a FAFSA account three business days before the



event to receive their assigned login, which is required to start the application. To begin your FAFSA sign-up, scan the QR code provided. Your and your student's attendance at this event could open several doors for your child's educational journey. We look forward to seeing you there!

The (Name of High School) Counseling Center

Volunteer Thank you Letter

After notifying the community about the upcoming event, communicate the program's success and thank your volunteers. Letter templates are available in the *UCAW Event Resources and Handouts* section.



College Decision Day Activities

The end of a student's senior year is often centered on celebrating their graduation from high school. Decision Day is also intended to celebrate their decision to attend an institution of higher education or pursue other postsecondary plans. While National College Decision Day is May 1, any time in May would be appropriate for this activity. It is important to honor every senior's postsecondary plan, whether it's a two- or four-year college degree, military or religious service, or a technical certificate.

Ideas for College Decision Day:

- Host a school-wide event, inviting student groups from the local college or university to discuss first-year programs and what it's like to be a student.
- Organize a College Decision Day assembly.
- Have a carnival-type celebration with activities and games, including the school administration.
- Keep things casual by having a quick morning or lunchtime event, inviting seniors, their parents, underclassmen, faculty, and counselors to mingle in the cafeteria for 30-45 minutes. Hosting this event in the morning before first period won't interfere with many events, and working parents can stop in on their way to work. Doughnuts, bagels, muffins, juice, and coffee make it a celebration without spending too much money. Invite the principal to say a few quick remarks about how proud they are of the seniors and all their wonderful accomplishments.
- Encourage students and faculty to wear college t-shirts, colors, or other gear.
- Hang up a picture of each senior and include their postsecondary plans with a quote, like the yearbook. Seniors could also fill out a blank pennant with their name, college, and major or career plans.
- Play college theme songs at a table where students can write thank-you notes to teachers or faculty who have helped with their college applications.
- Set up a photo wall backdrop where students can take pictures to upload to Instagram and encourage the use of the hashtag #DecisionDay.
- Create a bulletin board or wall map with students' names and where they are going to college, such as "Where is the Class of _____ Going?"



Social Media Surrounding National Decision Day

Post multiple times weekly on your social media accounts leading up to important dates and deadlines. It is important to post items that will engage the audience and encourage them to participate in the conversation. Open-ended questions and asking for opinions are good ways to initiate dialogue. We recommend using the hashtags **#DecisionDay**, **#CollegeSigningDay**, and **#BetterMakeRoom** to help brand your campaign and make UCAW messages searchable online. Include photos, when possible, to illustrate the success of your event.

Sample social media posts:

- You've taken the ACT and filled out the FAFSA. Your hard work is about to pay off!
- College **#DecisionDay** is May 1. We can't wait to hear where you are going this fall.
- College **#DecisionDay** is around the corner. What factors will weigh into the college you choose?
- While thinking about prom, don't forget to keep thinking about your next big step—college! Whether you're headed to a community college, university, or technical college, you've decided to keep learning! **#DecisionDay**
- May 1 is college **#DecisionDay**! Join us in congratulating our seniors on this big decision.
- Tomorrow is college **#DecisionDay**. Show your spirit as we celebrate your future! We are so proud of our seniors.
- Today is the day seniors tell us where they are going to college. Don't forget to wear your college gear to celebrate. It's **#DecisionDay**!
- Seniors! May 1 is College **#DecisionDay**. Where are you going?
- Congratulations, seniors, on college Decision Day!
- College **#DecisionDay** is next week. Remember to wear your **#college** colors to school.
- It's Utah's College **#DecisionDay**! Show us how you're celebrating.
- You've made the right choice for planning for life after high school. **#DecisionDay**

For more ideas to plan a celebration, visit the College Signing Day website:
collegesigningday.org





Appendix A: Student Resources and Handouts

Additional resources at ushe.edu/utah-college-application-week/



How to Apply to College

Congratulations! You are taking the first step toward going to college—applying! Refer to this list as you complete the college application process.

Step 1: List colleges and compare them to determine the best fit for you. You can discuss your list with a parent, college adviser, or school counselor. Create a comparison list through ktsutah.org/log-in under the College Application Checklist feature or use the Utah Programs and Majors Guide: utahmajors.org/types-of-colleges.

Step 2: Choose the type of certificate or degree you want to pursue in college. Each college and program will have different options, such as certificate, associate, applied associate, bachelor, master, or doctorate degrees. To learn more, visit utahmajors.org.

Step 3: Discover exciting career paths. Part of going to college is exploring what you want to do with the degree or certificate you will earn. Explore your options with launchmycareer.utahfutures.org.

Step 4: APPLY! Go to the college website and find their admissions application portal. You can find a list of college application links through your high school website or at ktsutah.org/ucaw. Check with your school counselor or volunteer for application fee waiver codes.

Step 5: Send your OFFICIAL high school transcript after you submit your college applications and, if applicable, Concurrent Enrollment college transcript(s). Most colleges allow students to send electronic transcripts directly from their high school. Ask your school counselor or volunteer about the process of sending transcripts. **Make a note of any additional items you need to submit with your application** (essay, transcripts, ACT or SAT scores, or recommendation letters).

Step 6: Create your StudentAid.Gov account at <https://studentaid.gov/fsa-id/create-account/>. **REMEMBER YOUR LOGIN!** You will need this to fill out and sign your Free Application for Federal Student Aid (FAFSA) form as soon as possible. This is essential because many grants and scholarships require you to submit a FAFSA. Remember your login information by writing it down and keeping it in a safe place. **Be sure to ask your school counselor or college adviser for help researching scholarships you can apply to.**

Step 7: Follow up and apply for aid and scholarships! Make sure you submit any additional information required by the colleges you applied to, such as recommendation letters, test scores, and high school transcripts. The next step is completing your FAFSA form and scholarship applications. Sit down with your parents/guardians to submit the FAFSA or ask your counselor or college adviser about a FAFSA Completion Open House at your school.

Congratulations! You're on your way to starting college!



I've Applied to College! What's Next?

Congratulations on applying to college! After submitting the online application, colleges should send a confirmation email of its status. **Make sure to check your email.** Contact the admissions office if the college has not sent a confirmation email.

With the online portion of your application complete, there are a few more steps to complete. You need to submit:

- Official high school transcripts (signed and with a school seal or electronic sent from the high school registrar)
- If you are applying for HB 144, you will also need to send your official final transcript with your graduation date listed along with the affidavit corresponding to the college
- Application fee (if required)
- College transcripts from Concurrent Enrollment (CE) courses or AP test scores (if required)
- ACT scores (if required)
- Letters of recommendation (if required)
- Essay (if required)

After you are accepted, consider the following to make your final decisions and prepare for college expenses:

- After completing the FAFSA, you will receive a financial aid offer letter. Review your offer letter and decide what financial aid and scholarships you will accept
- Decide if you want to live on campus, off campus, or commute. Remember to do this as soon as possible. Most colleges have early deadlines for on-campus housing
- Attend new student orientation
- Schedule a meeting with an academic adviser to discuss first-year coursework
- Register for classes as a new student

SCHOLARSHIPS

Resources for Finding Scholarships

Scholarships are a great way to pay for college because they do not have to be paid back. Students must dedicate time and energy to submit additional scholarship applications. **Read all requirements** and instructions carefully and **pay attention to the deadlines.** Students can get help from counselors, teachers, and college advisers with applying for scholarships.

Here are a few places to search for scholarships:

- School counselors or scholarship coordinators
- Colleges and universities
- Students' or parents' employers
- Local and community scholarships
- Online scholarship searches
- [State of Utah's scholarships and aid programs.](#)
- [Keys to Success: This program](#) connects students with local scholarships, internships, and more
- Scholarships for eligible non-citizen students:
 - linktr.ee/slccdreamcenter
 - dream.utah.edu/dream_scholarships.php
 - weber.edu/undocumented



2025-26 FAFSA

Seniors graduating high school in 2025 should file the 2025-26 FAFSA. Students must complete the FAFSA to be considered for grants, work-study funds, student loans, and certain scholarships. Complete the FAFSA as soon as possible to meet college FAFSA deadlines and to access the most financial aid possible. **Before applying for financial aid**, create a StudentAid.Gov Account (a FAFSA username and password) for the student and parents involved in the FAFSA studentaid.gov/fsa-id/create-account. It is important to remember the username and password. This login information will be used annually to renew the FAFSA. Parents who do not have Social Security numbers can still create a StudentAid.Gov Account. Talk to a school counselor or college adviser for more information.

Students and parent/(s) need the following to complete the FAFSA

- Social Security cards for student and parent(s)
 - If the parent(s) does not have one, they can create a StudentAid.Gov account but may need to enter their tax information manually.
 - If students don't have a Social Security number, they are ineligible for federal student aid. However, they can still explore alternative ways to pay for college, such as scholarships and HB 144. Please talk with a school counselor or college adviser about these options.
- If applicable, the student's I-94 paperwork or Permanent Resident Card
- If applicable, the student's driver's license
- W-2 forms and other records of taxed income** for both student and parent(s)
- Federal Income Tax Return*** for both student and parent(s)
- Current bank statements for both student and parent(s)
- Untaxed income records for both student and parent(s)
- Current information about businesses and investments, including documentation outlining the value of businesses or farms, stocks, bonds, 529 or Coverdell college savings plans, cryptocurrency, mortgage information about any properties OTHER THAN a primary residence, or other investment records**** for both student and parent(s).

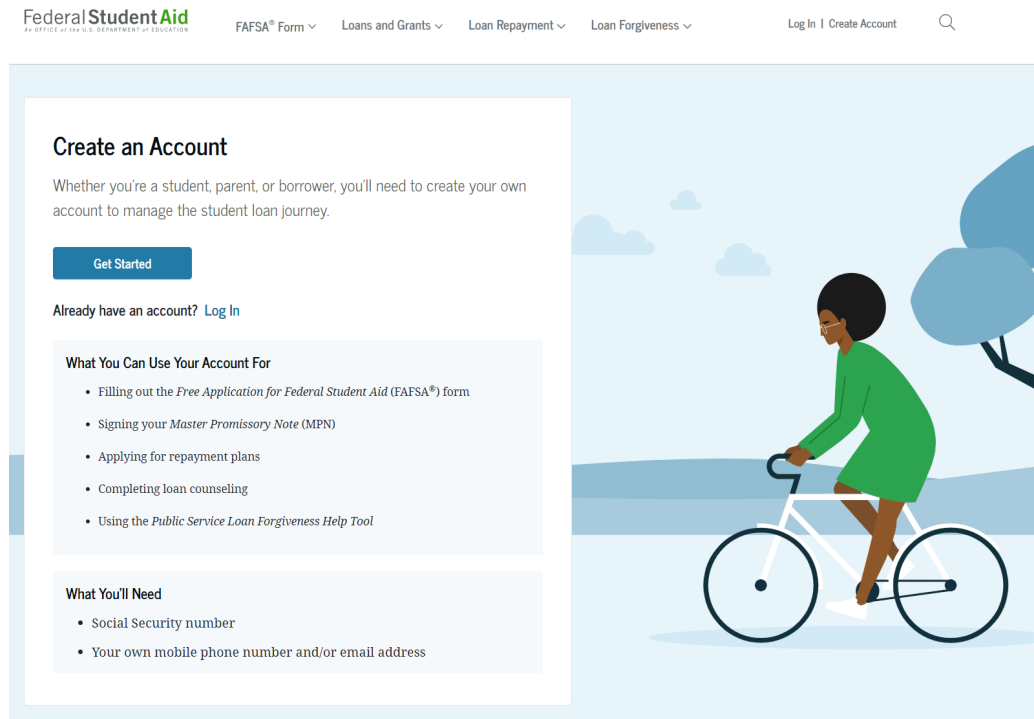
FAFSA Help Contact:
Phone: 801-646-4562
Email: fafsa-help@ushe.edu



Create a Student Aid.Gov Account

Go to studentaid.gov/fsa-id/create-account and select “Get Started.”

For more information on what will you need to create a StudentAid.Gov account, review this [handout in English](#) or [handout in Spanish](#).



- Your StudentAid.Gov Account will not change and will be used annually to file a FAFSA form. Make sure to use a permanent email address, not a school email address.
- Remember your information by writing it down below.
 - Username:
 - Password:
 - Email Address:
 - Mobile Phone Number (used to sign up):
 - Other Info:
 - Challenge Question 1:
 - Challenge Question 2:
 - Challenge Question 3:
 - Challenge Question 4:
 - Backup Code:
- Need more help? Ask your school counselor or college adviser for more information about the FAFSA process!



Senior Year Timeline

Senior Year Timeline to College Readiness

Take/Retake the ACT or SAT

Although taking the ACT/SAT costs money, it may save you more by helping you earn academic scholarships. Some private scholarships will ask for your scores as well.

File the FAFSA!!!

(Free Application for Federal Student Aid)

The FAFSA is the #1 place to get financial aid for college. Even if you feel like you wouldn't be eligible, still apply, it's free!
**Many scholarships and some colleges require it to be completed.*

The FAFSA provides:

Grants: free money for eligible students.

Loans: borrowed money for all students.

Work-Study: funding for a campus-affiliated part-time job for eligible students.

Apply for scholarships

There are many different types of scholarships.

The best way to find them is:

- Search scholarship websites,
- Talk to your counselor about local scholarships,
- Apply to college department scholarships

What's next?

- **Choose your school**
- **Deferment**, if applicable. This is for those taking gap years for religious service, military, work, etc.
- **New student orientation**
- **Meet the academic advisor** at your college
- **Register** for classes

Beginning of senior year

Meet with your high school counselor

Meet with your high school counselor as soon as possible to ask about ACT/SAT, scholarships, FAFSA, and college deadlines! Write down any questions you have before and during your appointment.

In the fall

Keep your GPA up all year

Your GPA plays a big role in scholarships and some college applications. Many colleges in Utah offer academic scholarships that take your GPA and ACT/SAT scores to determine an award amount. You can earn this scholarship just by applying to the college!

October 1st

FAFSA



DREAMERs, DACA, & Undocumented students cannot file the FAFSA.

However, there are many resources to assist you in paying for college. Search for private scholarships and reach out to colleges' Dream Centers.

Look up college deadlines & apply!

In Utah, some colleges have priority deadlines starting at the beginning of November. Look up the deadlines for the colleges you are interested in and apply ASAP. Then, if you're going to live on-campus, apply for housing.

November

All year

Accept your financial aid awards

In the spring, or sooner, you may receive your financial aid award. The award will consist of scholarships, grants, loans, and work-study (if you filed the FAFSA and applied to scholarships). Ask the college or your high school counselor how to accept those.

In the spring

End of the school year

**Some students may need to provide extra paperwork to the college verifying their FAFSA information before the college can give an award. Follow their instructions.*



1st day of college



College Application Worksheet

Instructions: Students, complete this College Application Worksheet and bring it with you on the day of your school college application event. You may need to ask your family, school counselor, or another trusted adult to assist you in answering all the questions. **Keep this information in a safe place because it has your personal information.**

Personal Information

First and Last Name: _____

Phone: _____ Email: _____

High School Graduation Date: _____

State ID or Driver's License Number: _____ List the state your ID was issued: _____

College List

College Choice 1: _____ Application Fee: _____ Application Deadline: _____

College Choice 2: _____ Application Fee: _____ Application Deadline: _____

College Choice 3: _____ Application Fee: _____ Application Deadline: _____

College Choice 4: _____ Application Fee: _____ Application Deadline: _____

College Choice 5: _____ Application Fee: _____ Application Deadline: _____

When do you want to start college? Fall / Spring / Summer

Academics

ACT/SAT Test Score: _____ Cumulative GPA: _____

Intended College Major/Field of Study: _____

Have you taken AP, IB, and/or Concurrent Enrollment? Y / N

** Some colleges have an admissions process for concurrent enrollment students. Check with your college of interest for details.*

Extracurricular and Employment

List extracurricular activities or clubs, leadership positions, awards, and the years participated/earned:

List any employment history, the company, your position, and the years employed:



Student Interest Survey

Use this form to help you determine the colleges you are interested in applying to. Work with your high school counselor or college adviser to narrow down the college that best fits your needs.

Name: _____

Two colleges you WANT to attend:

1. _____
2. _____

Two colleges where you MEET the admission requirements:

1. _____
2. _____

Two BACKUP colleges:

1. _____
2. _____

If you plan to enroll in a technical college or pursue vocational training, list the program(s) that interest you:

1. _____
2. _____
3. _____

Have you already applied to college(s)? If yes, which one(s)?

1. _____
2. _____
3. _____
4. _____
5. _____

Are you interested in the military? Y / N

If yes, which branch: _____

Do you plan to defer your college plans after high school? Y / N

**This could be because you plan to join the military, go on a religious mission, or for other personal reasons.*



Online Scavenger Hunt

Use this handout to research colleges and universities in Utah. To help you get started, use these websites to find your answers.

- utahmajors.org
- ktsutah.org/resources

Name: _____

1. List the names of three Utah public colleges and universities and their location.

- College 1: _____ Location: _____
- College 2: _____ Location: _____
- College 3: _____ Location: _____

2. Name at least two colleges in rural Utah.

- College 1: _____
- College 2: _____

3. What is technical education? Write the definition.

4. Name two technical colleges in Utah.

- College 1: _____
- College 2: _____

5. What is a major? Write the definition.

6. List two majors you are interested in.

- Major 1: _____
- Major 2: _____

7. List two colleges in Utah that offer degrees in the majors you listed above.

- College 1: _____
- College 2: _____

8. What Utah college can you train to be a paramedic?

- Name: _____
- Location: _____

9. What Utah college refers to students and alumni as "Aggies"?

- Name: _____
- Location: _____



10. Did you know there are USU extension campuses throughout Utah? Name two and their locations.

- Campus 1: _____ Location: _____
- Campus 2: _____ Location: _____

11. What Utah college has a wolverine for a mascot?

- Name: _____
- Location: _____

12. What is the name and location of the oldest university in Utah?

- Name: _____
- Location: _____

13. Utah Tech University had other names before settling on its current name. What were two of the university's previous names?

- Name 1: _____
- Name 2: _____

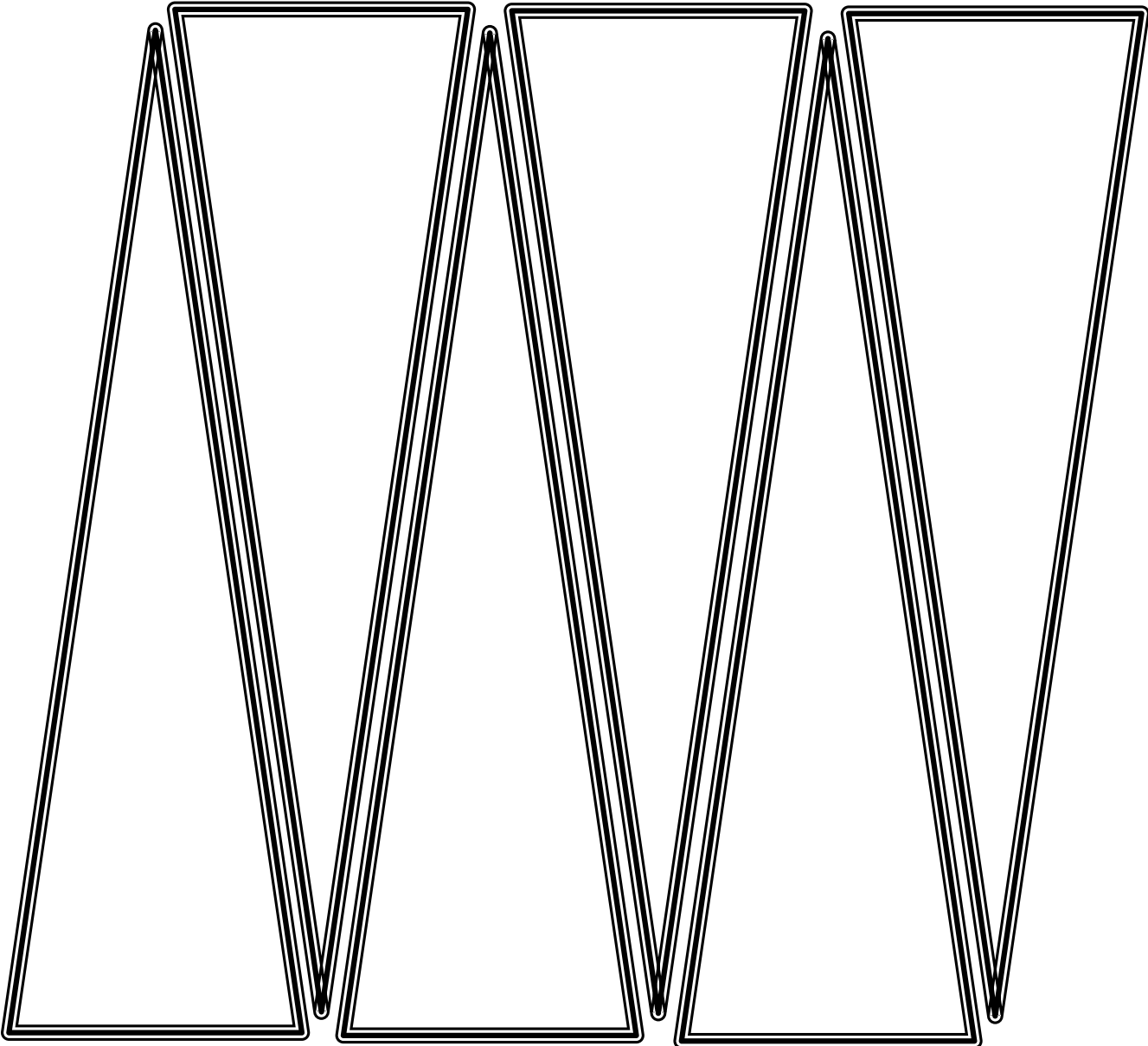


College BINGO Activity

Complete this BINGO card by finding teachers or other school staff members who have experienced the college scenarios listed in each square. Once you find someone who matches a scenario, ask them to sign that square. Remember, you can only use one person per square.

B	I	N	G	O
Attended a 4-Year College	Lived at Home While Attending College	Worked Full-Time While Attending College	Is Still Close Friends with their College Roommate	Studied Abroad While in College
Attended a College in Utah	Went to College on a Scholarship	Changed Majors 2 or More Times	Attended a 2-Year College	Majored in Math
Majored in Science	Attended an Out-of-State College	FREE SPACE	Worked for the School Newspaper, TV Station, or Radio Station in College	Met Their Partner in College
Lived on Campus	Is Currently Enrolled in a College Program or Course	Had a Mentor or Other Close Adviser in College	Was President or Leader of a School Club	Has Completed Graduate School
Attended 2 or More Colleges	Wishes They Were Still in College	Ate Ramen Noodles Several Times a Week While in College	Played Sports in College	Took Out Student Loans to Pay for College

Pennants Template



Utah College & University Logos



UCAW Event Sign-up Sheet

School: _____

Date: _____

Student First & Last Name	Student Number	What colleges did you apply to today?





Appendix B: Sample Letters, Emails, Forms and Press Releases



Student/Family Information Letter

(School Logo)
(School Address)

(Month) (Year)

Dear students and families,

This fall, we will be helping seniors submit college applications and complete the Free Application for Federal Student Aid (FAFSA). Utah College Application Week (UCAW) combines these two major pieces of college readiness. It will provide your student with step-by-step instructions and assistance in completing and submitting a college and FAFSA application. On (Date(s) of event), all seniors expected to graduate in (Year) will be encouraged to apply to at least one college or university if they have not already done so. This event is possible due to the collaborative efforts of the administration, faculty, and staff at (Name of your high school), as well as students, their families, and volunteers across the community. On (Date(s) of event), all seniors and their families are encouraged to attend our FAFSA Completion night to get help submitting their financial aid application.

College Application Week aims to acquaint students with the college application process and communicate the importance of applying to college and financial aid. We are encouraging students to complete the [College Application Worksheet](#) before the event available on [\[provide state's College Application website or ask schools to post it to their website and include the link here\]](#). Having this worksheet completed and available at the college application event will allow students to quickly and easily complete college applications.

We anticipate that students and their families will need to work together to gather the information listed in the college application worksheet. Families are welcome to visit (Name of your high school) on (Date(s) of event) to assist their student during the application process. In addition, if family members are interested in volunteering or guest speaking during the event, please let me know. Volunteers can greet and sign in students, assist students with completing college applications, or distribute information about financial aid opportunities.

If you have any questions, please call (Site Coordinator's Name, Site Coordinator's Title) at (Site Coordinator's phone number). Thank you in advance for supporting this exciting initiative to encourage all Utah students to make college a part of their future.

Sincerely,
(Name of Site Coordinator)
(Title)



Community Information Letter

(School Logo)
(School Address)

(Month) (Year)

Dear Community Member,

During (Month) (Year), (Name of your high school) will be participating in Utah College Application Week. On (Date(s) of event), all seniors expected to graduate in (Year) will be encouraged to apply to at least one college or university if they have not already done so and complete the Free Application for Federal Student Aid (FAFSA). These events are possible due to the collaborative efforts of the administration, faculty, and staff at (Name of your high school), as well as students, their families, and volunteers across the community and the Utah System of Higher Education.

College Application Week aims to acquaint students with the college application process, communicate the importance of applying to college, and provide resources and information on how to finance their college education via federal aid, loans, grants, and scholarships.

(Name of your high school) will be hosting our college application event on (Date(s) of event) to assist their students during the application process. We welcome the community to participate in the program. If you are interested in volunteering or guest speaking during the event, please let me know. Volunteers can greet and sign in students, assist students with completing college applications, or distribute information about financial aid opportunities.

If you or your organization would be interested in helping low-income students pay their college application fees, please (provide details for your local educational foundation).

If you have any questions, please call (Site Coordinator's Name, Site Coordinator's Title) at (Site Coordinator's phone number). Thank you in advance for supporting this exciting initiative to encourage all Utah students to make college a part of their future.

Sincerely,

(Name of Site Coordinator)
(Title)



Sample Parent Email

Dear Parents,

College is the key to your child's future. Whether it's a one-year certificate program, a four-year degree, or studies beyond that, there are countless paths to higher education. With so many types of colleges and degrees available, college can be a reality for everybody.

(Month) (Year) is College Application Week at High School Name. Throughout the [week, month, or day], teachers, counselors, and volunteers will help students start on the path to college by helping them fill out at least one college application.

This is a fantastic opportunity! Please encourage your child to participate and help them research different colleges, degrees, and professions.

Thank you!

(Site Coordinator or Principal's Name)

(Site Coordinator or Principal's Title)



Volunteer Thank You Letter

(School Logo)
(School Address)
(Date)

Dear (Volunteer Name),

On behalf of (Name of Your High School) and our students, I thank you personally for volunteering your time at our Utah College Application Week event. This event could not have succeeded without your help and the help of many others who volunteered their time.

During Utah College Application Week, (number of seniors who submitted college applications) seniors submitted (number of college applications submitted) college applications. Thanks to our seniors' hard work and the assistance of volunteers like you, they are one step closer to actualizing their dreams of attending college!

Once again, (Name of Your High School) thanks you for your efforts and time contribution at College Application Week! We look forward to seeing you throughout the school year, especially at our event next year.

Thank you!

(Site Coordinator or Principal's Name)
(Site Coordinator or Principal's Title)



Sample Mayoral Proclamation

WHEREAS, the college application process may be a barrier to some high school students pursuing postsecondary education due to an absence of information or support; and

WHEREAS, obtaining a postsecondary degree has been linked to higher income, better health, and increased community involvement; and

WHEREAS, (name of city) and (participating high school(s) name) are working to prepare students for the opportunities and challenges of the 21st century; and

WHEREAS, (high school(s) name) is/are part of a statewide initiative, Utah College Application Week, designed to increase the number of students who apply to and enroll in college with a particular focus on first-generation and low-income students;

Therefore, I, (Mayor's Name), do hereby declare (Dates of School's College Application Program(s)) Utah College Application Week in (city) and encourage all seniors to take advantage of the assistance provided through this initiative.



Sample School Press Release

(School Logo or Letterhead)

FOR IMMEDIATE RELEASE

Contact:

(Name of site coordinator)

(School name)

(School address)

(Phone number)

(Email of contact person)

(High school website)

Utah College Application Week to be held (Dates) at (Name of High School)

(Name of Your High School) will participate in Utah College Application Week, coordinated by the Utah System of Higher Education, during (Month) X-XX, (Year).

As part of Utah's college access initiative, (Name of Your High School) will work with its seniors on (Your School's Event Dates) to complete and submit at least one college application.

The program's goal is to increase the number of students applying to Utah's colleges early in their senior year. During this event, students should be encouraged to apply to any of Utah's public and private colleges, including eight public degree-granting colleges, eight public technical colleges, and three private institutions in which they are interested.

(Name of Site Coordinator or School Principal), Utah College Application Week event Site Coordinator for (Name of Your High School) expects more than (Insert Number) seniors to participate with the help of (Insert Number) volunteers from (Insert school staff, administration, college and community resources, and others who are assisting).

The Utah College Application Week initiative is part of the American College Application Campaign (ACAC) and ACT Center for Equity in Learning. Utah joined ACAC/ACT in 2013; in 2014, all states had a College Application Campaign. Utah College Application Week (UCAW) allows every high school senior in participating schools to apply to college during the school day. The Utah System of Higher Education coordinates UCAW and focuses on first-generation and low-income students.

For more information: (Insert website link or an email address) or

Contact: (Name of Site Coordinator)

Phone: (Site Coordinator's phone number)

#



Post-Event Press Release

(School Logo or Letterhead)

FOR IMMEDIATE RELEASE

Contact:

(Name of site coordinator)

(School name)

(School address)

(Phone number)

(Email of contact person)

(High school website)

(HIGH SCHOOL NAME)’s seniors apply to college during Utah College Application Week.

(Insert City, Date)—

(Insert Name of Your High School)’s seniors received hands-on assistance applying to college during the school’s College Application Week event held on (Insert Event Date/Dates). Roughly (Insert Number of Participating Students) (Insert name of your high school) students participated in the event held in the school’s (Insert location).

(Insert other details specific to your event, such as the number of volunteers on hand, how students were invited to participate, and/or details on any of the pre-event activities you did.)

(Insert quotes from students, parents, volunteers, site coordinator, or others.)

The Utah College Application Week initiative is part of the American College Application Campaign (ACAC) and ACT Center for Equity in Learning. Utah joined ACAC/ACT in 2013; in 2014, all states had a College Application Campaign. Utah College Application Week (UCAW) allows every high school senior in participating schools to apply to college during the school day. The Utah System of Higher Education coordinates UCAW and focuses on first-generation and low-income students.

Additional information about the Utah College Application Week program can be found online at ushe.edu/utah-college-application-week. For more information about (Name of High School)’s event, please contact (Site Coordinator’s Name) at (Insert Site Coordinator’s phone number) or by email at (Insert Site Coordinator’s email address).

For more information: (Insert website link or an email address) or

Contact: (Name of Site Coordinator)

Phone: (Site Coordinator’s phone number) # # #



Adult Photo/Video Release Form

Date: _____

I, the undersigned, being of full and legal age, hereby irrevocably release and authorize my high school and the Utah System of Higher Education and their representatives, successors, or assignees to use, publish, and otherwise distribute my name and photographs posed by me for any and all purposes, including advertising, publication, and other purposes of trade, without limitation. No other oral or written representation has been made to me.

Contact Information:

Name (Printed)

Email

Phone

Address

City/State/Zip



Guardian Photo/Video Consent Release Form

Date: _____

Child's Name (printed)

Child Signature

GUARDIAN'S CONSENT

I am the parent or guardian of the minor named above and have the legal authority to execute the above consent and release. I approve the foregoing and waive any rights on the premises.

Parent/Guardian Signature

Witness

Email

Phone

Address

City/State/Zip

I, the undersigned, being the parent or legal guardian of _____, hereby irrevocably release and authorize **Name of High School** and the Utah System of Higher Education and their representatives, successors, or assigns, to use, publish and otherwise distribute my child's name and photographs for any and all purposes related to Utah College Application Week, including advertising, publication, and other purposes of trade, without limitation. No other oral or written representation has been made to me.

