APPLY YOURSELF FLORIDA

2024 Site Coordinator Toolkit

ACAC
American College Application Campaign

FLORIDA
COLLEGE ACCESS NETWORK

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Dear College Access Champion,

On behalf of Florida College Access Network (FCAN) **thank you for participating in Apply Yourself Florida!** This initiative would not be possible without the work of schools and community-based organizations like yours across the state! This guide offers an overview of Apply Yourself Florida and provides resources to help you implement the initiative. Find additional resources here.

Apply Yourself Florida is one of four statewide initiatives that encourage and support high school seniors as they take their next educational steps. FCAN also coordinates the **Florida FAFSA Challenge**, **Florida College Decision Day** and **Plan It Florida**. These initiatives assist high school seniors with applying for financial aid, celebrating students plans for life after high school, and ensuring every Florida student graduates high school with a college or career plan. We look forward to your organization participating in Apply Yourself Florida and/or all four College Ready Florida initiatives!

This guide is adapted from materials originally produced by the American College Application Campaign (ACAC) and the Michigan College Access Network (MCAN). A special thanks to both ACAC and MCAN for permission to adapt this guide for use in Florida, as well as their guidance on the process.

FCAN's work is possible thanks to the generous support of

About Florida College Access Network

Florida College Access Network (FCAN) is the heart of a movement to ensure today's students are prepared for tomorrow's jobs.

Our Mission: We lead the collaborative movement to ensure every Floridian achieves an education beyond high school and a rewarding career.

Our Vision: We envision a Florida working together where education is the pathway to economic mobility for all.

Our work is guided by our Seven Conditions for Success:

1. **Opportunity for Everyone:** To build a talent-strong economy, all Floridians need access to a postsecondary education and the supports to complete it.

2. **Clear information and guidance:** Students of all ages and families need exposure and counseling early and often to make informed decisions about their futures.

3. **Affordable:** Postsecondary education needs to be within everyone's financial reach, regardless of household income or life circumstances.

4. **Multiple Pathways to Success:** Floridians benefit from multiple learning opportunities for academic achievement and career advancement.

5. **Lifelong learning:** No degree or credential is "one and done;" Floridians need to prepare for career changes through continuous learning opportunities.

6. **Effective use of data:** Transparent access to data on education and economic outcomes, especially for Florida's diverse populations, help achieve our goals.

7. **Community Collaboration:** When community partners work together toward a shared vision, they remove barriers, build a robust workforce, and improve the quality of life for their regions.

About Apply Yourself Florida

Apply Yourself Florida is part of the [American College Application Campaign (ACAC)](#), a national effort to increase the number of students applying to college from low-income households and/or are the first in their families to attend college. Host sites hold Apply Yourself Florida events over one or more days in September through November, depending on the school's needs.

The purpose of Apply Yourself Florida is to help students navigate the college application admissions process with the assistance of school staff and volunteers while removing barriers they may face such as transportation and access to technology.

Apply Yourself Florida events should:

- Be hosted **at a time for students to conveniently participate**. The aim is to dedicate time during a regular school day/time to help students with application.
- Be open to **all graduating seniors**.
- Give students the opportunity to apply to the college, university, or technical college **of their choice**.

Register Today!

- Schools, districts, local college access networks (LCANs), and community organizations can **register as host sites** for Apply Yourself Florida.

- Registrants get access to **free resources**, as well as email support with helpful examples and tools.

- Registering helps FCAN track the progress of Apply Yourself Florida and grow the initiative, which makes more resources available for coming years!

Best Practices for Participating Host Sites

- **Designate a host site coordinator** as the primary point of contact for the event.

- **Secure a space with computer access** for student use during the event (e.g. your school's media center or library).

- **Promote the event** to students and parents via your virtual communications channels like text messages or robocalls, on social media and within the school to build participation.

- **Ensure students are prepared** to participate (students have researched the institutions they want to apply to, know what materials are needed to submit with applications, etc.). *See the Apply Yourself Florida Student Guide* for worksheets to provide to students.

- **Recruit volunteers**. Ask community leaders from the local area to help with the event. Some examples of volunteers include representatives from the admissions and financial aid offices at local colleges and universities, local library staff, and LCANs.

- **Collect and submit data** to FCAN following the event on the number of students that participated and the number of applications submitted using the survey on page 23.

- Seek support from your area's **Local College Access Network (LCAN)** if you have one.

- Follow up with students to ensure they have **completed their applications and the FAFSA**.

- Continue building a college-going culture by **registering** for the **Florida FAFSA Challenge**, **Florida College Decision Day** and **Plan It Florida**.

> ## Here's a tip!
>
> School buy-in is important for a successful event. Engage teachers, athletic coaches, and other staff to help with pre-event activities and application events. Use student government representatives or other peer-leaders to spread the word amongst students.

> ## Track Your Results!
>
> Track your impact to share with school and district leadership (and FCAN!). This can help you raise donations, plan for volunteer support, track what's working, and inform what programs and activities that students need. Use the form on page 23.

Preparing Students

College Exploration and Application

Helping Students with College Exploration

It is important that students have the opportunity to apply to the school of their choice during your school's Apply Yourself Florida event. There are many resources available to help students determine which schools are a good fit for them.

Explore Fit and Match

Schools that are a good *fit* align with a student's values and preferences regarding student life, class size, location, etc. Schools that are a good *match* align well with a student's academic record.

The following resources help students explore these factors:

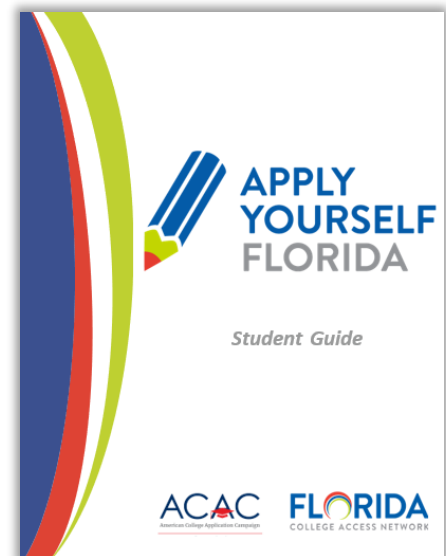- FloridaShines (Specific to Florida schools)
- MyACT
- Encourage
- Big Future

Text Advising

Text advising can be a helpful way for your students to get information about college. GetSchooled provides free text advising from real people on topics like college applications and financial aid.
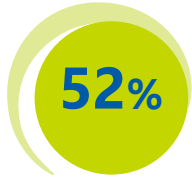
Preparing Students to Complete Applications

The **Apply Yourself Florida Student Guide** helps students with:

- Writing admissions essays
- Requesting letters of recommendation
- Obtaining application fee waivers

Application Fee Waivers

52% of Florida students are eligible for free or reduced-price lunch.[1] Most of these students also qualify for **college application fee waivers**.

ACT College Application Fee Waivers

School counselors should print the necessary number of fee waivers and sign off on student eligibility. Students must also sign the form. Download the fee waiver here.

SAT College Application Fee Waivers

Students can access the fee waivers directly through their online College Board Account. Counselor approval is not required. Review eligibility requirements. Find more information here.

National Association of College Admissions Counselors (NACAC) College Application Fee Waivers

School counselors must print the form and sign off on student eligibility. Learn more about the form here.

Make Sure Students Know…

- ❖ **Their college application is not considered complete until the fee waiver is received by the school.**
- ❖ **If they are not using a fee waiver, they will need a credit card to pay the application fee or they can send a payment with cashier's check or money order.**

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[1] U.S. Department of Education, Number and percentage of public school students eligible for free or reduced-price lunch, by state: 2022-23. Retrieved from https://nces.ed.gov/programs/digest/d23/tables/dt23_204.10.asp.

Admissions/Fee Waiver Information by School

School Name	Application Information
Florida Atlantic University (FAU)	[FAU Undergraduate Admissions Webpage](#)
Florida A&M University (FAMU)	[FAMU Undergraduate Admissions Webpage](#)
Florida Gulf Coast University (FGCU)	[FGCU Undergraduate Admissions Webpage](#)
Florida International University (FIU)	[FIU Undergraduate Admissions Webpage](#)
Florida Polytechnic University	[Florida Polytechnic University Undergraduate Admissions Webpage](#)
Florida State University (FSU)	[FSU Undergraduate Admissions Webpage](#)
New College of Florida	[New College of Florida Undergraduate Admissions Webpage](#)
University of Florida (UF)	[UF Undergraduate Admissions Webpage](#)
University of Central Florida (UCF)	[UCF Undergraduate Admissions Webpage](#)
University of North Florida (UNF)	[UNF Undergraduate Admissions Webpage](#)
University of South Florida (USF)	[USF Undergraduate Admissions Webpage](#)
University of West Florida (UWF)	[UWF Undergraduate Admissions Webpage](#)

Supporting Undocumented Students

Undocumented students or students with undocumented parents may have unique needs when completing their college applications.

Students may be eligible for an Out-of-State Tuition Fee Waiver if:

- **They attended high school in Florida for 3 consecutive years immediately prior to graduation**
- **They apply to a postsecondary institution within 24 months of high school graduation**
- **They submit an official Florida transcript to verify attendance and graduation**

Did You Know?

- Some undocumented students qualify for out-of-state tuition fee waivers that allow them to pay in-state tuition at Florida institutions.

- Undocumented students do not qualify for state or federal financial aid and should only complete a FAFSA if they are applying for a scholarship or college-based aid that requires it.

- DACA students with a social security number can complete the FAFSA. They are not eligible for federal aid but will receive a Student Aid Report that demonstrates financial need and can be used to apply for college-based and other scholarships.

Best Practices for Working with Undocumented Students

- Make undocumented student resources available to all students. This will help students feel more comfortable asking for help. This also ensures that all students can get access to these resources without having to disclose their immigration status.

- Once admitted to a school, eligible **students will need to file an HB851 Out-of-State Fee Waiver**. Students may need help finding this waiver on the institution's website and submitting it to the correct office.

Event Planning
Resources & Strategies

Ideas for Your Event

Successful Apply Yourself Florida events often create excitement about college applications by incorporating special activities or incentives. Many schools also like to dedicate a week to college readiness activities for students of all ages.

Activities for Your Event

- Provide computers so students can work on college applications, FAFSA, or FFAA.
- Help with writing essays for college applications or scholarships.
- Invite local college and career technical school admissions or financial aid reps.
- Consider providing snacks and/or playing music to create a fun environment for students.

Schools can coordinate other activities to create a college-going culture during their Apply Yourself Florida events to engage lower grades. Find more activities in the Plan It Florida toolkit

Ask Me About It: Print out the "Ask Me About It!" posters and have teachers display them. Encourage teachers to set aside 10-15 minutes at the beginning of class to share their college experience and answer questions

Door Decorating: Assign each homeroom a college or university to research, and give them time to decorate their doors for that college. Give the best decorated homeroom door a prize.

Other Activities

- Designate a college t-shirt day during spirit week
- Host college trivia during announcements
- Host a panel discussion with representatives from a local college/university to answer student questions

Offer Incentives!

These small incentives offer a motivation for students to focus and complete applications:

- **School-related raffles (yearbooks, prom tickets, etc.)**
- **Gift cards from local businesses**
- **College gear**

Event Timeline

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
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)
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 ☐ 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 ☐ If hosting volunteer training, prepare a presentation.
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 if you plan to work with local media
1 Week	☐ Send reminder to volunteers and host volunteer training session ☐ Remind students and families to complete worksheets in *Apply Yourself Florida Student Guide* ☐ Remind students to bring a form of payment for their applications
Day of Event	☐ Set up a sign-in/sign-out station to track participating students and collect data ☐ Make sure each student receives an instruction sheet ☐ Pair volunteers with students who need extra assistance ☐ Direct students who have completed applications to sign out/receive sticker ☐ Hand out flyers for follow-up activities, like FAFSA completion events
After Event	☐ Follow up with students who need to submit application fee waivers ☐ Thank volunteers and businesses who supported the event ☐ Send follow-ups to students and families about next steps in the college-going process ☐ Remind students to complete the FAFSA ☐ Submit participation data/feedback (page 23) or complete the Apply Yourself Florida survey that will be shared in the counselor newsletter in late fall.

Budgeting

What Will My Event Cost?

Most site coordinators host their events with a small budget. Some coordinators have hosted their event at no cost by having supplies donated.

Make sure to check with your supervisor before soliciting donations. Your school may have a policy in place.

For help reaching out to local businesses, FCAN provides letter templates.

What Supplies Will I Need?

The supplies you will need for your event will depend on the type of event you plan to host. These may include:

- Food
- Prizes/raffle
- Games/entertainment
- Decorations

Sample Budget Table

Item/Service	Purchased/Donated	Anticipated Cost	Actual Cost
Total			

Community Outreach

Reaching Out to Parents and Volunteers

Parent/Guardian Outreach

When helping students take steps towards continuing their education, it is important to include parents/guardians. Including them helps to build a college-going culture at home.

Parents/Guardians can:

- Help students explore options for education beyond high school.

- Provide students with information they may need for completing college applications and the FAFSA, like Social Security Number(s) or tax information.

- Volunteer during Apply Yourself Florida events.

Tips for Parent/Guardian Outreach:

- Mail letters to parents instead of relying on students to take them home.

- Send letters in English and Spanish to all parents.

- Use text reminders or phone calls through free services like Remind or check with your school district for options for recording robocalls.

- Follow up after the event to thank them for participating, congratulate their students, and encourage them to take next steps.

Recruiting and Managing Volunteers

Volunteers can help during any stage of event preparation to keep things running smoothly.

Where to Find Volunteers:

- School alumni, especially near peers
- Student families/Parent-Teacher Association
- Area college or university admissions and financial aid representatives
- Student organizations from local colleges/universities
- Business, community, and local government leaders
- Members of your Local College Access Network (LCAN)
- Youth programs (YMCA, Boys and Girls Club, United Way)

> ## Here's a tip!
>
> **Organize 3 volunteers for every 20-25 students working on applications. Make sure you have volunteers to cover breaks too!**

Training Volunteers

- Plan to hold volunteer training either the week before or the day(s) of your event.
- Host training in-person or virtually.

Tasks for Volunteers

Before the Event

- Assist students with admissions essays
- Support promotion and outreach efforts
- Post directional signs around the school and decorate

> **! Make sure to find out whether your school requires background checks for volunteers**

During the Event

- Help students access the college/university websites, begin applications, and answer any questions students may have.
- Ensure students sign in when they arrive and sign out reporting the number of applications they submitted; tracking participation can help you measure your event's success and attract support in the future.

Promoting Your Event

Reaching Out to Your School and Community

Promotion Strategies

Site coordinators can use a variety of promotion strategies to make sure their students, parents, and community know about the event.

Traditional Media

- Consider contacting television stations, radio, newspapers, community newsletters, etc. to spread the word about your event.

- Check with school administration to ensure your media outreach complies with the district media policy.

Social Media

Social media can be a great way to promote your event, create excitement, and answer questions that students, parents, and volunteers might have.

- Using hashtags can make it easy for community members and statewide partners like FCAN to find updates from your event. FCAN recommends using the hashtags **#IApplied**, **#ApplyYourselfFL**, and **#CollegeReadyFL**.
- Create an event that volunteers can RSVP to online.

Flyers and Posters

- Copies of posters and flyers can be downloaded from the [Apply Yourself Florida webpage](#)!

After Your Event

Following Up with Your Students & FCAN

Next Steps for Students and Schools

Submitting a college application is the first step students must take in the complex college admissions process. Students often require additional support navigating their next steps.

After applying, students should:

- Complete the FAFSA to learn what financial aid they might qualify for.
- Send in application fee waivers (if eligible).
- If students mailed in fee waivers, encourage them to follow up with schools to ensure their materials were received.
- Make sure they included all necessary supplemental materials (letters of recommendation, admissions essay, etc.).

After the event, site coordinators should:

- **Submit tracking data to FCAN** (see next page for more details).
- Follow up with students to provide help with completing applications and making final decisions about where to attend.
- Begin working with students on FAFSA completion
- Begin planning school participation in the Florida FAFSA Challenge and Florida College Decision Day (see toolkits to get started).
    - **Access resources for the Florida FAFSA Challenge**
    - **Access resources for Florida College Decision Day**

Data Collection

Collecting data about the number of students participating in your event and the number of applications submitted helps you to measure the success of your program from year to year. This can help you raise support in the future.

Reporting your data helps FCAN to track the growth of the campaign across the state.

Best Practices

- To protect student privacy, do not include student names in data submitted.

- Schools may choose to collect student-level data to follow up with students and track long-term effectiveness of their application week events.

How to Collect Data

- Print out the Senior Sign-out Form and have students complete it before leaving.

- Set up a table where students will sign out.

- If you are not interested in collecting student-level data, simply have a volunteer ask students how many applications they submitted and maintain a tally sheet.

Download the Senior Sign-out Form

Reporting Your Data

- You can fill out the survey sent through the site coordinator e-blasts.

- Best estimates are acceptable for reported numbers of students participating and applications submitted.

Apply Yourself Florida Survey

Participation Data

Please report the number of seniors participating in your application event(s), as well as the total number of applications submitted at these events.

School name, county: _____

Date(s) of your College Application event: _____

Approximately how many students participated in your event? _____

Approximately how many applications were submitted? _____

Were students able to get assistance with their FAFSAs and/or create their FSA ID? Yes/No

Did you find the Apply Yourself Florida Site Coordinator Guide helpful? Yes/No

Did you find the Apply Yourself Florida Student Guide helpful? Yes/No

What other resources could FCAN provide to help support your future events?

_____
_____
_____
_____

Please share a testimonial on how your Apply Yourself Florida event has helped your students.

_____
_____
_____
_____