

Potential Volunteer Tasks

College Knowledge Month **activities are planned and implemented by each school**. Keep in mind that no two schools are the same. Some site coordinators have participated in this effort since 2011; others are participating for the first time this year. We ask that site coordinators consider the expertise and comfort level of each volunteer with various roles. We also encourage site coordinators to make their volunteers feel useful! Here is a list of tasks you may be asked to do at the school(s) where you registered:

- Post (possibly create) directional signs in the school for the event.
- Greet students as they arrive. Make sure they use the sign-in sheet.
- Help students find a school's online application. If the school does not have enough computers or stable online service, the site coordinator should be prepared with paper applications. As a volunteer, you can hand out the correct application and help students get started.
- Guide students through the college application process and help answer any questions students may have, regardless of where the student wishes to apply.
- Monitor printers to ensure that any applications that need to be printed remain in order and replenish the paper supply as needed.
- Share personal college experiences with students.
- Give an "I Applied!" wristband and the "I Applied, Now What" handout to each student after they complete an application.
- Remind students to use the sign-out sheet before leaving. Site coordinators need to track where students applied.
- Congratulate each student on applying to college and encourage them to complete their admission file by sending in their high school transcript, test scores, or any other documentation that the college may require.
- Remind students to share their experience with others and to remember to attend any financial aid workshops or presentations that will be held in your community.
- Wear a college t-shirt or sweatshirt.