Volunteer Reference Guide (Template)

Distribute this Reference Guide to any volunteers who will be assisting students. Add any notes that you think are important or pertinent to your school/students.

Welcome to College Knowledge Month at **Name of Your High School**! We appreciate your hard work and dedication to making college a reality for our students. Use this reference guide to familiarize yourself with more information about working with students during College Knowledge Month events.

* College Knowledge Month is a statewide event during the month of October.
* The goal of College Knowledge Month is to provide every graduating high school senior with the opportunity to learn about and apply to college.
* Special attention should be given to assisting first-generation, low-income and minority students.
* Please do not use this time to recruit for a specific school. Students should be encouraged to explore different colleges and universities in order to find the best fit for them (including certificate programs, two-year degrees, and four-year degrees).
* Students may have questions about application fees. Note that schools have different policies regarding application fees during the week. Up-to-date information is listed in the 2014 List of Participating Postsecondary Institutions available at <http://bit.ly/ckm4volunteers>
* Some students may be eligible for an application fee waiver from NACAC based on their family income status. If students have questions about eligibility, please refer them to their school counselor.

e. Volunteer Reference Guide (Template)

Download: <http://bit.ly/ckm4sitecoordinators>