

No One Ever Told Me That!

Supporting School Counselors Through Institutional Partnerships

College Board National Forum
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Duval County Public Schools Programs:

BEACON

Bringing Economic And
Career Opportunities Nearer

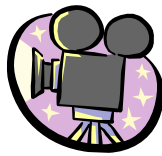
- High school seniors
- January and February
- FAFSA
- Florida Financial Aid Application
- Financing higher education

Horizons

- High school sophomores
- April
- Interest inventory
- Earning potential
- Cost of living
- Careers
- Post-secondary planning

INTRODUCTION

MEET HARVEY
HARPER,
COMMUNITY
VOLUNTEER



OCTOBER

- Secure location for volunteer training
- Select date for training
- Contact trainers for availability
- Contact business partners for sponsorship (training location, breakfast, materials, highlighters, pads)
- Begin planning training materials
- Send date to UNF for students

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NOVEMBER

- Fax memo to HS dept. chairs for name of school coordinator, volunteer dates, and number of volunteers needed (1)
- Begin drafting volunteer letters (2 - 3)
- Contact heads of Financial Aid and Admissions at area post-secondary institutions with dates
- TRIPLE CHECK TRAINING DATE with reserved site!!!!

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Recruiting Ideas

1. WHO?

University students in counseling, social work, psychology, education, business and finance

Local church staff

Retired principals and counselors

Business and military personnel

Chamber of Commerce members

Recruiting through local newspapers

Parents

2. Volunteer Response Form (4)

3. Screening Volunteers

4. Confirmation

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EARLY DECEMBER

- Send letters to returning volunteers, retired counselors, SOAR students, and individuals who have expressed an interest in volunteering (include directions to training site and a response form)
- As responses come in, keep list of volunteers for each school (5)

JANUARY

- Contact media to recruit additional volunteers, if necessary (6 – 7)
- Contact District Communications Office to put info on website
- Send confirmation letters and map to volunteers
- Send materials for students to schools
- Memo to HS Coordinators about their responsibilities (8)
- Confirm details of training with location: audiovisual – overhead and microphone, collar mike, table outside for sign-in, can set up be the afternoon before?

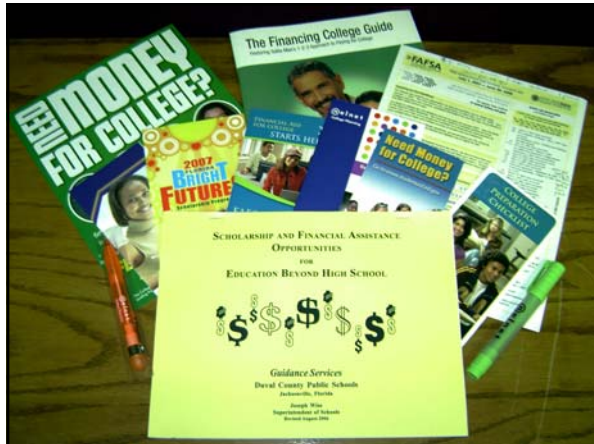
JANUARY continued

- Do agenda (9)
- Plan seating at training – remember to allow for HS Coordinators, presenters, substitutes, volunteers who have more than one school – create a seating chart
- Put together volunteer packets – include driving directions to each school (10 – 14)
- HS Coordinator packets – be sure to include list of volunteers with contact information, list of things to discuss with volunteers
- Contact media for coverage

PREP FOR TRAINING DAY

- **MANY** signs in hotel to find Training Room
- packets - put nametags, highlighters, pads with packets
- put packets at seats
- Supply list:
 - Scotch tape
 - Large easel
 - School signs for tables
 - Markers
 - Large pad
 - Signs in hotel
 - Small easels
- My volunteer list for attendance (highlight where each volunteer will sit if volunteering at more than 1 site)
- My opening remarks





School Coordinator Responsibilities

- Select school dates (1)
- Arrange schedule at school – counselor coverage at each session (15)
- Notify teachers and administration
- Secure location
- Attend training and meet volunteers: parking information, maps, refreshments, copy of schedule
- Host volunteers at school site
- Thank yous
- Evaluations (16)

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MARCH/APRIL

A. Thank Yous

- Volunteers (17)
- Coordinators
- Higher Education Partners
- Business Partners

B. Evaluation

- Students evaluate program(18)
- Volunteers evaluate training and program(19)
- HS Coordinators evaluate volunteers (16)
- Data on Florida Financial Aid applications handout (20)

Questions?

Comments?

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