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<https://acpe.alaska.gov/Kids2Careers>

Here are some helpful tips for coordinators to make the program run smoothly.




Right Away We Will Need:

-  A signed digital Letter of Agreement
-  Your help identifying local academic support and enrichment opportunities (please share with ACPE and teachers) – **Lesson 3**
-  Your help recruiting and preparing a Postsecondary & Career Prep Panel – **Lesson 5**




In Preparation for the Event You May Wish to Consider:

-  Reviewing the Teacher's Guide pg. 7-9 and SA-27-30
-  Providing a campus t-shirt or cap and gown (if available) – **Lesson 1**
-  Asking campus staff to talk with students about admissions – **Lesson 3**
-  Asking campus staff to talk with students about financial aid – **Lesson 4**
-  Talking with students about what to expect during the campus visit – **Lesson 6**

Leading Up to the Event We Will Need You to:

-  Work with teachers to make sure curriculum is on track
-  Work with teachers to make sure pre-surveys are completed and submitted
-  Provide ACPE with an event schedule

After the Event We Will Need You to:

-  Work with teachers to ensure post-surveys are submitted (w/in 1 week of campus event)
-  Complete the online Coordinator's Evaluation (w/in 1 week of campus event)
-  Remind presenters and volunteers to complete online evaluations w/in 1 wk of College & Career Panel and/or Campus Event.)

SUGGESTED TIMELINE Local/Campus Coordinator

Activity:	Description:	Purpose:	Deadline:
Application & Letter of Agreement	<p>Campuses & training centers complete the campus application.</p> <ul style="list-style-type: none"> • Campuses complete all parts of the application and submit to ACPE. • Campuses determine interested in virtual & in-person options. • Prior to submitting application, discuss interest in applying and date options with both your campus and elementary school(s) – select 3 dates that work for your campus and elementary school(s). • Sponsors will review applications then send an offer in the form of a Letter of Agreement for you to review, sign & return. 	<ul style="list-style-type: none"> • Applying by the deadline allows sponsors to begin planning (exact estimates of ordering & shipment of materials). • Campuses and schools each have separate applications to complete. 	<ul style="list-style-type: none"> • Applications encouraged by Oct. 1 each year. • Letters of Agreement should be signed and returned ASAP, no later than 1 week after receipt.
Coordination with Elementary School(s)	<p>Contact schools/teachers prior to submitting application to discuss their interest in applying.</p> <ul style="list-style-type: none"> • Schools must submit formal applications similar to campuses and will also receive Letters of Agreement. • Remind teachers and principals about program format, curriculum, materials to expect, and the importance of pre-/post- surveys. • Work with teachers to select mutually agreeable dates for visits to the school for any lessons you plan to help with, including the Lesson 5 Postsecondary & Career Prep Panel. • It may be helpful to confirm who at the school will make transportation arrangements and remind them of campus arrival/departure times. 	<ul style="list-style-type: none"> • Allows teachers to be informed of the event details & classroom activities for their students. • Allows teachers / school to know what is expected of them. • Provides an opportunity to discuss the lesson schedule so you and the teacher(s) can work together. 	<ul style="list-style-type: none"> • Contact schools to gauge interest prior to submitting campus application (virtual events can be offered to distant schools). • Begin discussing Postsecondary & Career Prep Panel and other schedule details within 2 weeks of receiving the Letter of Agreement.
Logos & Virtual Tours	<ul style="list-style-type: none"> • Provide ACPE with a good high resolution clean jpeg and eps image of the campus logo (if your campus is a new partner or your logo is new). • Include sponsors in all printed materials (ask ACPE for K2C/ACPE/AK 529 logos). • Provide ACPE with link to campus virtual tours for inclusion on website. 	<ul style="list-style-type: none"> • Sponsor & program logos should be included in all print materials to allow for proper recognition • Virtual Tour links are included on Kids2Careers webpage. 	<ul style="list-style-type: none"> • As soon as Letter of Agreement is signed.

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Curriculum	<p>Teacher guides and student workbooks will be mailed directly to schools. Coordinators will receive a copy of the teacher’s guide, upon request.</p> <ul style="list-style-type: none"> • Encourage teachers to integrate activities into daily lessons as possible (ideally 3-6 weeks of instruction with the student workbook). • Curriculum consists of six 60-90 minute lessons. • Optional Supplemental Activities found in the back of the teacher’s guide enhance curriculum and extend each lesson up to 30 minutes each. 	<ul style="list-style-type: none"> • Helps prepare students to plan their own college and career pathways. • Supplemental Activities help prepare students for Lesson 6 presentations. 	<ul style="list-style-type: none"> • Curriculum should be completed prior to the campus event or virtual tour. • Six lessons and optional supplemental activities ideally should be spaced out over 3-6 weeks.
Review Coordinator Responsibilities in Teachers Guide	<p>The Teacher Guide identifies additional opportunities for campus staff involvement (pg. 7-9; SA-27-30).</p> <ul style="list-style-type: none"> • You may want to provide a campus t-shirt or cap and gown for Lesson 1. • Please work with the school to create a document listing local academic support and enrichment opportunities; provide this to ACPE and the teacher(s) for use in Lesson 3. • You may wish to have campus staff talk with students about admissions in Lesson 3. • You may wish to have campus staff talk with the students about financial aid in Lesson 4. • Please work with the teacher in recruiting for and preparing a Postsecondary and Career Prep Panel for Lesson 5 (5-minute training video on website). • You may wish to talk with students about what to expect during their campus visit or provide the proper information to the teacher for Lesson 6. • Please work with the teacher to select mutually agreeable lesson dates. 	<ul style="list-style-type: none"> • Further strengthens program curriculum. • Helps students understand the material and ask questions of the experts. • Helps students better envision themselves as college students and future professionals. 	<ul style="list-style-type: none"> • Review and begin planning within 2 weeks of receiving Teacher Guide.
Pre- & Post-Surveys for Students	<p>Each participating student should complete a pre-survey prior to beginning student workbooks. Post-surveys should be completed at close of program.</p> <ul style="list-style-type: none"> • Digital surveys are preferred; ACPE will distribute and collect printed ones • When talking with schools, please remind teachers the importance of the pre- & post-surveys which help gauge program impact and student attitudes about college and career preparations. • Completed surveys should be submitted to Shelly Morgan at ACPE. 	<ul style="list-style-type: none"> • Assesses the student’s opinions and plans about high school and college prior to the start of curriculum. • Helps ACPE identify areas for program improvement 	<ul style="list-style-type: none"> • Pre-surveys should be completed 1 week prior to beginning curriculum (7 weeks prior to campus visit.) • Post-surveys should be completed within 1-2 days of program completion.

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Invite Faculty & Staff to Lead Hands-On Classes ** CAMPUS EVENT	<p>Begin scheduling age-appropriate classes for the campus event.</p> <ul style="list-style-type: none"> • This can be in-person, virtual (solo or multi-campus), or both. • Send email or set up meetings with faculty/staff who may be interested; share the purpose of the program. • Virtual: Meet w other campuses if hosting multi-campus virtual event. • Encourage hands-on, engaging sessions (20-30 min preferred). • Ask for description of proposed classes & fun titles. • You may have to make adjustments and find fillers. 	<ul style="list-style-type: none"> • Provides students a taste of college courses and resources offered by your institution. • Allows a description of courses in the schedule you provide to students. 	<ul style="list-style-type: none"> • Confirmations by the beginning of Spring Semester. • Final schedule by 3 weeks before your event (<i>Submit a copy to ACPE.</i>)
Reserve Classroom or Space on Campus ** CAMPUS EVENT	<ul style="list-style-type: none"> • Based on the number of courses, reserve the classrooms & include the location of where the courses will be held. • Make sure to allow space for opening & closing ceremonies. • You may wish to schedule the same room for lunch (if you are not using the school cafeteria), or schedule alternating lunch schedules for the groups. • Virtual events using Zoom should coordinate login details with Shelly Morgan at ACPE. 	<ul style="list-style-type: none"> • Opening ceremony provides an introduction of the day's event; key campus individual(s) and sponsors set the tone of the day. • Closing ceremony is a time to reinforce messages and gather feedback. • Backpacks can be distributed at the start or end of the event. • Materials for virtual events will be shipped directly to schools. 	<ul style="list-style-type: none"> • As soon as you get award letter (some campuses have multiple events happening during this time). • Virtual events should also be scheduled in advance. • ACPE can help bring multi-campus organizers together for virtual events.
Finalize Schedule/ Confirmations ** CAMPUS EVENT	<p>Confirm assignments and schedules with all staff / volunteers.</p> <ul style="list-style-type: none"> • Include opening and closing ceremonies in your schedule. • Include professor, class names, times, rooms, and buildings on schedule. • Print/email schedules and maps for teachers, students, staff. • Some schedules are color coded to match nametag groupings. • Arrange welcome and closing speakers. ACPE will want to speak too. • Re-confirm room reservations, lunch and transportation. 	<ul style="list-style-type: none"> • Allows coordinator to find alternates and make adjustments to scheduling, volunteers and presenters. • Allows all parties to know the day's event schedule and class locations. 	<ul style="list-style-type: none"> • Confirmations should be completed 3 weeks before the event. • Final schedule should be completed at least 2 weeks before the event and sent to: shelly.morgan@alaska.gov.

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<p>Compile Backpacks ** CAMPUS EVENT</p>	<p>Backpacks are shipped to campus coordinators, along with materials.</p> <ul style="list-style-type: none"> • Convene a group of volunteers to assist with bag stuffing. • Stuff bags with all materials received from Kids2Careers sponsors. • Include any materials or information provided by your institution or local sponsors. • Double check shipments when they arrive to confirm proper quantities of supplies have arrived from ACPE. 	<ul style="list-style-type: none"> • Ensures that all students receive the same materials in their bags. 	<ul style="list-style-type: none"> • Check supply boxes for contents once they arrive. • Assemble backpacks at least one day before the event. • Can be helpful to do earlier <i>(as soon as supplies are received.)</i>
<p>Training for Leaders ** CAMPUS EVENT</p>	<p>An orientation for leaders and professors can be helpful to:</p> <ul style="list-style-type: none"> • Provide an overview of the schedule to volunteers/professors; • Discuss expectations with volunteers/professors; • Answer any questions pertaining to the event. • ACPE is happy to assist with a program overview. • Campus Event Discussion Tips can be helpful for volunteers to review. 	<ul style="list-style-type: none"> • Provides an overview of the schedule and clarifications for all participants. 	<ul style="list-style-type: none"> • Either a few days prior, or on day of event.
<p>Press Release</p>	<p>A press release template is available at https://acpe.alaska.gov/Kids2Careers.</p> <ul style="list-style-type: none"> • Site specific press release should be placed on campus letterhead and sent out to local media sources. • Please check with ACPE statewide coordinator for updated details. • Please include ACPE and Alaska 529 as primary sponsors in your press release. • Shelly Morgan with ACPE can provide additional details to press. 	<ul style="list-style-type: none"> • Raises program awareness in each community through local media coverage. 	<ul style="list-style-type: none"> • Best coverage is received when sent out between 8 and 10am; 1-2 days prior to event. • Follow up calls to media can be helpful.

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<p>Prepare for Event Day ** CAMPUS EVENT</p>	<ul style="list-style-type: none"> • Post room signs (with name of class & instructor) – creative art outside the door may help signify a K2C space (balloons, artwork, K2C logo). • Hang welcome banners. • Test A/V equipment. • Prepare maps and distribute to teachers and guides. • Virtual events should test Zoom connection with educators and presenters in advance. • Virtual: ACPE will set Zoom test and check-in 1-hour prior to event. • Virtual: Ensure presenters arrive online at least 10min. prior to 	<ul style="list-style-type: none"> • Helps students, teachers, chaperones & volunteers find their destinations. • Helps ensure everything runs smoothly. 	<ul style="list-style-type: none"> • The day before and/or morning of the event.
<p>Post-Assessment for Students</p>	<p>Teachers received post-assessment surveys and links to online surveys with the curriculum.</p> <ul style="list-style-type: none"> • Work with teachers to determine whether students will fill out post-surveys before closing ceremonies or back at school. • If students complete surveys at the campus event, please scan/email or mail completed forms to ACPE. 	<ul style="list-style-type: none"> • Assesses the program’s impact on student’s opinions and plans about high school and college. • Helps ACPE identify areas for program improvement 	<ul style="list-style-type: none"> • Post-assessment surveys should be completed the same afternoon, or within 1 day of the event. • Any post-assessment surveys completed at the campus event should be sent to ACPE within 1 day of the event.
<p>Complete Evaluations</p>	<p>Coordinators are asked to:</p> <ul style="list-style-type: none"> • Complete Coordinator Evaluation • Share Evaluation links with volunteers and teachers 	<ul style="list-style-type: none"> • Helps ACPE improve program success and statewide delivery. 	<ul style="list-style-type: none"> • Within 1-2 days of program completion (teacher, coordinator, volunteer evals). • Within 1-2 days of College & Career Panel (volunteer career panelist evaluation).