

# Structuring your Apply Missouri activities

## Section checklist

- Build a school-wide Apply Missouri planning team to encourage teachers and staff to get involved.
- Ask teachers to dedicate an in-class assignment to admissions essay preparation and college readiness.
- Add activities to the school's calendar.
- Reserve space for activities, including computer lab space for submitting applications and other online activities.

## Creating your planning team

A school-wide planning team with representation from teachers and staff is critical. Teachers and administrators must be on board with Apply Missouri goals and activities to ensure students are provided time during the school day to plan and prepare for college and to ensure all seniors have the opportunity to participate. Consider establishing your planning team as early as possible before your Apply Missouri event is scheduled to occur. Meet regularly with the planning team to touch base on progress with tasks and assignments. It is a good idea to use your planning team to select activities appropriate for your students and school environment as well as to determine the best dates and times for scheduling activities.

## Developing your schedule of activities

Utilize the [sample activity schedule](#) to prioritize your activities and to help keep school staff and students informed. Plan various activities throughout the week using the [sample activity chart](#) and the following ideas:

**Kick-off assembly or celebration.** For this activity, you may want to solicit an outside speaker, showcase and explain Apply Missouri activities and procedures, distribute Apply Missouri student materials, and/or offer door prize(s) for attendance. The Missouri Department of Higher Education will provide a large indoor/outdoor vinyl banner that your high school can use for the assembly or celebration. The general idea for the kick-off event is to build excitement about Apply Missouri and about postsecondary education. Students and classes may be used to help promote the kick-off event. For instance, you may enlist an art or graphic design class to help decorate or a media class to create a special Apply Missouri promotional video.



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**Class assignments.** Ask teachers to dedicate an in-class assignment related to obtaining postsecondary education. Some ideas you may want to consider include:

- Have English teachers assign a project to write admissions essays. There are many websites devoted to lesson planning and ideas for this kind of project. Below is a list of a few of these websites:
  - ~ [http://learning.blogs.nytimes.com/2013/04/11/getting-personal-writing-college-essays-for-the-common-application/comment-page-1/?\\_r=0](http://learning.blogs.nytimes.com/2013/04/11/getting-personal-writing-college-essays-for-the-common-application/comment-page-1/?_r=0)
  - ~ [http://www.k12.wa.us/SecondaryEducation/CareerCollegeReadiness/SparkCurriculum/Grades11-12/STF\\_Gr11-12\\_Lesson07.pdf](http://www.k12.wa.us/SecondaryEducation/CareerCollegeReadiness/SparkCurriculum/Grades11-12/STF_Gr11-12_Lesson07.pdf)
  - ~ <http://www.ownyourownfuture.com/files/documents/writing-coll-admissions-essay-s.pdf>
  - ~ [http://www.successlink.org/GTI/lesson\\_unit-viewer.asp?lid=7898](http://www.successlink.org/GTI/lesson_unit-viewer.asp?lid=7898)
- Have government and economics teachers lead a “college match” lesson where students research and identify schools that are a good fit academically, financially and educationally. Students may complete the “[college fit](#)” [worksheet](#) as part of this activity, placing a copy in their College Portfolio.
- Ask mathematics or personal finance teachers to do a lesson on calculating financial need and student loan repayment options. The following is the URL for the U.S. Department of Education’s Federal Student Aid Repayment Estimator that can be used for a portion of the assignment:
  - ~ <https://studentloans.gov/myDirectLoan/mobile/repayment/repaymentEstimator.action>
- Have students use the FAFSA4caster to help them understand loan/award amounts.
  - ~ [www.fafsa4caster.ed.gov](http://www.fafsa4caster.ed.gov)
- In addition, the following website contains relevant lesson plans for a multitude of college student needs:
  - ~ [https://www.practicalmoneyskills.com/foreducators/lesson\\_plans/highschool.php](https://www.practicalmoneyskills.com/foreducators/lesson_plans/highschool.php)

- Work with media/journalism classes to create ads for local media outlets including radio, television and newspaper. Media and journalism classes may also be a good resource for creating an Apply Missouri social media campaign for the school’s Twitter, Facebook or other social media account.

**One-on-one assistance to students completing and submitting admissions applications.**

For this activity it is important to reserve enough computers and lab time so each high school senior can submit at least one admission application during your Apply Missouri activities. An average student typically requires about an hour to successfully complete and submit one college application. Even if the student is planning to enter the military or workforce, it is beneficial to have that student complete at least one admissions application. Having every student complete an admissions application gives them the experience for the future. Prior to participating in this activity, the student should have completed the “[student admissions application](#)” [worksheet](#). Reminder: this worksheet contains personal identifying and credit card information. Encourage students to be cautious when using this form to keep their information private. Students should also save confirmation printouts from their submitted applications in their College Portfolios.

**Parent/teacher conferences.** You may want to set up a table during parent/teacher conferences, which are typically held in October. This can be a great time to promote Apply Missouri activities and to answer questions students or parents may have about applying for college.

**FAFSA account creation.** After applying for admissions, one of the next steps in the college preparation process is submitting financial aid forms. The FAFSA is not available until after January 1 each year, but Apply Missouri is a perfect time to help students get ready for the FAFSA by setting up their username and password. If your school is planning to host a FAFSA Frenzy event, you may wish to distribute FAFSA Frenzy promotional materials or items to students who participate in a FAFSA-related activity. The FAFSA Frenzy main event date is set for Sunday, Feb. 28, 2016. The 2016 site hosting application may be found at [www.dhe.mo.gov/ppc/collegetgoalsundayFAO.php](http://www.dhe.mo.gov/ppc/collegetgoalsundayFAO.php). The site application deadline is Friday, Aug. 28, 2015 at 5 p.m.

**College fairs.** The Missouri Association of College Admissions Counselors (MOACAC) organizes about 100 college fairs each fall during the months of September and October. If your school is hosting or attending a MOACAC college fair, you may want to coordinate your Apply Missouri activities with the college fair. This can be a great way for your seniors to direct questions to specific colleges as well as build enthusiasm over college attendance.

**College T-shirt/decorating day.** Designate a special day during your Apply Missouri event for teachers and staff to wear shirts from their college alma maters to help heighten excitement about college and the vast options for higher education. Encourage teachers to decorate classrooms or doors with flyers, pennants, or other swag from their alma mater and to urge students to ask about their college experiences.

**Viewing of the documentary “Why Not Us?”** “Why Not Us?” is a documentary created by The College Board, in partnership with Roadtrip Nation, which follows the journey of four first-generation college students as they take a roadtrip across the United States. During their journey, they interview “trailblazing leaders –like Ana Maria Cavez, CEO of Girl Scouts of America, Grammy and Academy

Award-winner John Legend, and Starbucks CEO Howard Schultz” who are all the first in their families to go to college. It is an inspiring documentary that is sure to promote a college-going atmosphere in your school. This documentary can be accessed at <https://lp.collegeboard.org/roadtrip-nation/why-not-us?excmpid=SM046-ST-BF-tw>. A Companion Discussion Guide is also available at this website.

**Daily college-related PA announcements, contests with prizes.** You may wish to organize contests such as college trivia, [college bingo](#), a scavenger hunt, or an art, video or design contest. You may want to solicit donations for prizes, such as gift cards or college T-shirts, from local postsecondary institutions and local businesses. School office staff may announce a daily riddle or provide a daily fun fact or tip related to attending college.

**One-on-one counseling with students about college fit and calculation of total costs and net price.** According to a 2009 U.S. Department of Education survey, public school students received an average of only 38 minutes of college admissions advice from their guidance counselors. Effective college guidance for low-income students involves a host of tasks, including helping students identify college matches that offer robust support structures and adequate funding. You may wish to use the [“college fit” worksheet](#) to help guide discussions and to help students document and remember their needs and concerns about attending college. This type of activity may also include helping students log into the Missouri Department of Higher Education student portal, which may be found at <https://web.dhe.mo.gov/dhe/famous/portal/splogin.faces>. Through the portal, a student can access online tools such as a Missouri college and program search and information about state aid eligibility. To access the MDHE Student Portal, a student must have a Microsoft Live ID.

**One-on-one assistance to students applying for ACT or SAT exam fee waivers and registering for a test date.** The ACT website can be found at <http://www.actstudent.org/>. To be eligible for an ACT fee waiver, a student must be enrolled in the 11<sup>th</sup> or 12<sup>th</sup> grade, either a U.S. citizen or testing in the U.S., U.S. territories, or Puerto Rico and meet one or more indicators of economic need listed on the fee waiver form. Eligible students may receive a maximum of two separate fee waivers in total. A waiver is used at the time the student registers for an exam and may not be used to cover late registration fees, test date changes, test location changes, or other fees or services. Copies of test registration confirmation pages should be stored in the College Portfolio to help keep the student organized.

**Workshops with military representatives to discuss ROTC opportunities or veterans' education benefits.** The branches of the U.S. military offer education payment and training benefits for service members. For more information about education programs, visit [www.benefits.va.gov/gibill/education\\_programs.asp](http://www.benefits.va.gov/gibill/education_programs.asp).

**College preparation workshops.** Schedule workshops with college student panels to address college-life questions, etc.

**Individual student selfies or videos to gather student feedback and quotes.** This type of activity should be fun for students and may be useful to promote your next year's Apply Missouri activities. You may want to consider using Vine, Instagram, Snapchat or other social media platforms to help reach as many students as possible and build excitement.

**End of the week or month "I applied" celebration.** You may wish to celebrate with a school assembly, or you may want to try something a little more creative such as a college tailgate party. This is a perfect time to share the list of all schools to which students applied during your Apply Missouri event.

*Kiona S.*  
Major: Sociology  
Central Methodist University

*Ross N.*  
Major: Electrical distribution systems  
State Technical College of Missouri

*Danielle L.*  
Major: Elementary education  
Culver-Stockton College



**The following chart may help you plan Apply Missouri activities:**

| <b>Activity</b>   | <b>Potential volunteers</b>  | <b>Add to school calendar?</b> | <b>Reserve facilities?</b> |
|---|--|--------------------------------|----------------------------|
| <b>Kick-off celebration</b>   | <ul style="list-style-type: none"> <li>• Outside speakers</li> <li>• Promotion assistance from students or teachers and their classes</li> </ul>   | Yes                            | Large room such as the gym |
| <b>Class assignments</b>  | <ul style="list-style-type: none"> <li>• English teachers for admissions essay assignment</li> <li>• Economics or government teachers for college fit project</li> <li>• Personal finance or math teachers for college costs, financial need, and student loan assignment</li> </ul>                           | No                             | No                         |
| <b>Parent/teacher conferences</b>                                       | Volunteers may be needed to staff an Apply Missouri information table  | Yes                            | Yes                        |
| <b>FAFSA account creation</b>   | One-on-one technical assistance  | Yes                            | Computer lab               |
| <b>College fair</b>   |  | Yes                            |                            |
| <b>College T-shirt or decorating day</b>                                | Art or media teachers  | Yes                            | No                         |
| <b>Viewing of the film First Generation</b>                             | Teacher or staff to set up hardware and moderate   | Yes                            | Yes                        |
| <b>College-related daily PA announcements, contests and prizes</b>      | Office staff — to generate awareness of daily activity or give a morning “Fun fact” (could go with trivia contest)   | No                             | No                         |
| <b>Admissions application assistance</b>                                | One-on-one technical assistance: <ul style="list-style-type: none"> <li>• Local postsecondary school academic advisors</li> <li>• Staff from college access organizations</li> <li>• Financial planners</li> <li>• Seniors who have already completed the admissions process at one or more schools</li> </ul> | Yes                            | Computer lab               |
| <b>Counseling students about college fit, net price and costs, etc.</b> | One-on-one assistance  | Yes                            | Classroom or larger room   |
| <b>ACT or SAT exam waiver or test registration assistance</b>           | One-on-one assistance  |                                | Computer lab               |
| <b>ROTC or military education benefits workshop</b>                     | Outside speakers   | Yes                            | Classroom or larger room   |
| <b>College preparation workshops with student panels</b>                | <ul style="list-style-type: none"> <li>• Seniors who have already completed their admissions applications may provide testimonials or answer questions</li> <li>• Outside speakers from local postsecondary institutions, such as someone from residential life</li> </ul>                                     | Yes                            | Classroom or larger room   |
| <b>Apply Missouri participant testimonials</b>                          | Students from school media classes or staff  | No                             | No                         |
| <b>Apply Missouri “I applied” celebration</b>                           | Photography or journalism students   | Yes                            | Large room such as the gym |

## Sample activity schedule

| Day, date                          | Time                  | Activity  | Location                                      | Goals   |
|------------------------------------|-----------------------|---|---|---|
| <b>Monday<br/>Oct. 20, 2015</b>    | 8:45–9:45 a.m.        | Apply Missouri kick-off assembly  | Gym   | <ul style="list-style-type: none"> <li>Distribute College Portfolios and materials</li> <li>Introduce any volunteers or speakers</li> <li>Explain how Apply Missouri events will work</li> </ul>  |
|                                    | 10 a.m.–3 p.m.        | Senior English classes work on admissions essay                         | Classrooms                                    | <ul style="list-style-type: none"> <li>Students should write a complete first draft and turn it in before the end of the class period</li> <li>Teachers should be prepared to return the following day with comments, suggestions</li> </ul>  |
|                                    | 10 a.m.–3 p.m.        | Personal finance and economics classes work on “college fit” worksheets | Classrooms                                    | <ul style="list-style-type: none"> <li>Students should complete as much information within the worksheet as possible before the end of the class period</li> <li>Teachers should be prepared to return worksheets the following day with comments, suggestions</li> </ul>           |
| <b>Tuesday<br/>Oct. 21, 2015</b>   | 8:15 a.m.             | Morning announcements – include college trivia/contest question         | Office staff to announce over intercom system | <ul style="list-style-type: none"> <li>Offer a question such as a statistic (e.g., what is Missouri’s college completion rate?) or a fun fact about a Missouri college (e.g., which Missouri school’s mascot is a mule?)</li> </ul>   |
|                                    | 10 a.m.–3 p.m.        | Senior English classes work on admissions essay                         | Classrooms                                    | <ul style="list-style-type: none"> <li>Return essays to students with comments, suggestions; students should finalize</li> <li>Printed copies may be saved in students’ College Portfolios</li> </ul>   |
|                                    | 10 a.m.–3 p.m.        | Personal finance and economics classes work on “college fit” worksheets | Classrooms                                    | <ul style="list-style-type: none"> <li>Return worksheets to students with comments, suggestions; students should finalize</li> <li>Final copies may be saved in students’ College Portfolios</li> </ul>   |
|                                    | 1 p.m.–3 p.m.         | Student individual appointments to discuss “college fit” worksheet      | Classroom or counseling offices               | <ul style="list-style-type: none"> <li>Answer student questions</li> <li>Help students narrow school choices</li> </ul>   |
| <b>Wednesday<br/>Oct. 22, 2015</b> | 8:15 a.m.             | Morning announcements – include college trivia/contest question         | Office staff to announce over intercom system | <ul style="list-style-type: none"> <li>Offer a question such as a statistic (e.g., how many students received Missouri student aid in 2012–13?) or a fun fact about a Missouri college (e.g., name a private/independent Missouri college in St. Louis)</li> </ul>                  |
|                                    | 11:20 a.m.–12:40 p.m. | Set up tables/stations  | Cafeteria                                     | <ul style="list-style-type: none"> <li>Promote remaining Apply Missouri activities</li> <li>Answer student questions about college application processes</li> </ul>   |
|                                    | 8:45 a.m.–3 p.m.      | One-on-one assistance submitting college admissions applications        | Computer lab                                  | <ul style="list-style-type: none"> <li>Have students submit at least one admissions application each</li> </ul>   |
| <b>Thursday<br/>Oct. 23, 2015</b>  | 8:15 a.m.–9:30 a.m.   | Game day activity   | Classrooms                                    | <ul style="list-style-type: none"> <li>Play college bingo or make a card or worksheet whereby students must match teachers to their alma maters; have seniors submit the card to an Apply Missouri volunteer at the end of the first period to be entered into a drawing</li> </ul> |
|                                    | 8:45 a.m.–3 p.m.      | One-on-one assistance submitting college admissions applications        | Computer lab                                  | <ul style="list-style-type: none"> <li>Have students submit at least one admissions application each</li> </ul>   |
| <b>Friday<br/>Oct. 24, 2015</b>    | 8:45 a.m.–12:15 p.m.  | One-on-one assistance submitting college admissions applications        | Computer lab                                  | <ul style="list-style-type: none"> <li>Have students submit at least one admissions application each</li> </ul>   |
|                                    | 1:45–3 p.m.           | Apply Missouri closing celebration and tailgate party                   | School parking lot                            | <ul style="list-style-type: none"> <li>Have students share the schools to which they applied</li> <li>Have students turn in their activity tracking cards and student survey forms; conduct door prize drawings from completed forms</li> </ul>                                     |

**Student admissions application worksheet**

|  |   |
|--|---|
| <b>Full legal name:</b>  | <b>Social Security number:</b>  |
| <b>Citizenship status:</b><br>(If not a citizen, record USCIS number)  |   |
| <b>State residency information:</b>  | Residency is determined by the Missouri public institution to which the student is applying. Student residency requirements are covered in Missouri's code of State Regulations at <a href="http://www.sos.mo.gov/adrules/csr/current/6csr/6csr.asp">http://www.sos.mo.gov/adrules/csr/current/6csr/6csr.asp</a><br>Resident status factors may include: <ul style="list-style-type: none"> <li>• Residing in the state for more than 12 months with the intent to make Missouri a permanent home</li> <li>• Military service</li> <li>• Automobile registration</li> <li>• Income or property taxes</li> <li>• Etc.</li> </ul> |
| <b>ACT test information</b><br>Date of exam:<br>Scores:  | <b>SAT test information</b><br>Date of exam:<br>Scores:   |
| <b>GPA:</b>  | <b>Class rank:</b>  |
| <b>Method of handling admission fees:</b><br><input type="checkbox"/> Fee waivers requested and approved?<br><input type="checkbox"/> Credit card: _____ Exp date: _____ CVV: _____<br><input type="checkbox"/> Applying to schools that do not charge admissions application fees |   |
| <b>Application essay:</b><br><input type="checkbox"/> Essay complete? <input type="checkbox"/> Does it promote you? <input type="checkbox"/> Is it well written?   |   |
| <b>Extracurricular activities:</b>   | <b>Work experience:</b>   |
| <b>Reference 1:</b><br>teacher, coach, counselor, employer, etc.   | <b>Reference 2:</b><br>teacher, coach, counselor, employer, etc.  |

**College fit worksheet**

|   | <i>School 1</i> | <i>School 2</i> | <i>School 3</i> | <i>School 4</i> |
|---|-----------------|-----------------|-----------------|-----------------|
| School name:  |                 |                 |                 |                 |
| School code:<br>For use on the FAFSA                                |                 |                 |                 |                 |
| Driving distance from home:   |                 |                 |                 |                 |
| Missouri school or out of state?                                    |                 |                 |                 |                 |
| Annual number of students enrolled:                                 |                 |                 |                 |                 |
| Cost per credit hour:   |                 |                 |                 |                 |
| School scholarships and institutional aid?                          |                 |                 |                 |                 |
| Degrees offered?<br>(e.g., bachelor's, associate)                   |                 |                 |                 |                 |
| Programs and majors I am interested in:                             |                 |                 |                 |                 |
| <b>Does the school offer any of the following services?</b>         |                 |                 |                 |                 |
| Free tutoring services?   |                 |                 |                 |                 |
| Summer orientation or college preparation programs?                 |                 |                 |                 |                 |
| Emergency funds?  |                 |                 |                 |                 |
| On-campus health services?  |                 |                 |                 |                 |
| Housing during holidays?  |                 |                 |                 |                 |
| Multi-cultural student clubs?                                       |                 |                 |                 |                 |
| Other:  |                 |                 |                 |                 |
| Other:  |                 |                 |                 |                 |
| <b>Application, financial aid, and housing tracking information</b> |                 |                 |                 |                 |
| Deadline for application:   |                 |                 |                 |                 |
| Cost to apply:  |                 |                 |                 |                 |
| SAT or ACT required?  |                 |                 |                 |                 |
| Essay or personal statement required to apply?                      |                 |                 |                 |                 |
| Recommendation letter required?                                     |                 |                 |                 |                 |
| Date applied:   |                 |                 |                 |                 |
| Date accepted:  |                 |                 |                 |                 |
| Date housing secured:   |                 |                 |                 |                 |
| Date FAFSA submitted:   |                 |                 |                 |                 |
| Deadline for scholarship or institutional financial assistance:     |                 |                 |                 |                 |

**College bingo card – sample**

| <b>B</b>                                     | <b>I</b>   | <b>n</b>  | <b>G</b>  | <b>O</b>                                  |
|--|--|---|---|---|
| Attended a four-year college or university   | Lived at home while attending school                 | Worked full time while attending college                | Is still close friends with his or her college roommate                       | Studied abroad while in college           |
| Attended a college or university in Missouri | Had a least one scholarship for college              | Changed majors two or more times                        | Attended a two-year college   | Majored in math                           |
| Majored in Science                           | Attended an out of state college or university       | FREE SPACE  | Worked for the school newspaper, tv station or radio station while in college | Met his/her significant other in college  |
| Lived on campus                              | Is currently enrolled in a college program or course | Had a mentor or other close advisor in college          | Was President or leader of a college club                                     | Completed Graduate school                 |
| Attended two or more colleges                | Took a Philosophy Class                              | Ate Ramen noodles several times a week while in college | Played sports in college  | Took out student loans to pay for college |

**College bingo card – template**

| <b>B</b> | <b>I</b> | <b>n</b> | <b>G</b> | <b>O</b> |
|----------|----------|----------|----------|----------|
|          |          |          |          |          |
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