Volunteer Tasks and Tips

Thank you for taking time out of your schedule to volunteer during College Application Month. The following provides some helpful information for the day you volunteer. For even more information about College Application Month visit https://delawarestudentsuccess.org/college-application-month/

How Have Students Prepared for their School's College Application Week (CAW)?

Students have been working with their counselors and teachers to complete a Student Checklist to help them identify colleges that interest them and to determine which best fit their needs. It also requires students to write down some common information asked on applications such as their parents' contact information, classes completed, etc. Students should have completed essays prior to their CAW.

Volunteer Tasks

- Greet students as they arrive and ask them to sign in.
- Help students create profiles for and log on to the online applications of their preferred colleges/universities and begin their application(s).
- Guide students through online applications and answer questions they may have. If you do not know the answer to a student question, please refer the student to the staff member assigned to the computer lab.
- Monitor printers to ensure that any applications that are printed remain in order and replenish the paper supply as needed.
- Share personal college experiences with students. Please remember that students will be applying to a variety of colleges and universities. The role of a volunteer is to be supportive of students' choices, not to recruit students to a particular school.
- Congratulate each student on applying to college and encourage them to complete their admission file by sending in their high school transcript, test scores, and any other documentation that the college may require.
- Give "I Applied!" stickers to students after they complete their first college application.
- Provide any handouts provided by the school such as a "What's Next" flyer.
- Remind students that the next important step in the college application process is to register for their Free Application for Federal Student Aid (FAFSA) username and password. They will need this to complete their FAFSA form which opens each year on October 1.
- Remind them to complete the FAFSA as soon as possible and to attend financial aid events to learn about opportunities to fund their education.
- Encourage students to share their college application experience with their classmates.
- Ask students to sign out.

Helpful Tips

- Be sure to introduce yourself to all of the students in the room individually to let them know that you are happy to help them with any questions that they may have.
- Students who are applying online may need to go to a website with multiple college applications (such as CommonApp.org) or a specific college website.
- Students may need to submit additional items with their application such as an essay, transcripts, SAT or ACT scores, or recommendation letters. Encourage students to check what is required for each college or university and remind them to submit the items.
- Some colleges and universities in Delaware and in the surrounding region do not have application fees, while others provide fee waivers. The Site Coordinator has been provided a list of colleges and universities that waive their application fees for CAM.
- For colleges that require an application fee, students can use credit/debit cards online or print their application and mail with a check. For some colleges, students can save their work and submit their applications with payment from home.
- Some students may be eligible for application fee waivers from the College Board based on their family income status. If students have questions about eligibility, please refer them to the teacher or counselor assigned to the room.
- Remind students to keep the confirmation page for their records, and to write down their username(s) and password(s)! Students should print out a copy of their confirmation page if they applied online. If they applied through a paper application remind them to make a copy.
- Make sure students know that the next important step in the college application process is to complete their FAFSA. Many grants, loans, and scholarships will require students to submit a FAFSA. To register for their FAFSA username and password (FSA ID), students should visit https://fsaid.ed.gov/. They will need their Social Security Number (SSN), mailing address, and an email address to complete the process. Please remind students to WRITE DOWN THEIR FSA ID! Their parent will also need to sign up for an FSA ID, which is used to sign the FAFSA.

For more information about each school below, visit
www.DelawareStudentSuccess.org/DE-Colleges-Universities/

- Delaware College of Art and Design
- Delaware State University
- Delaware Technical Community College
- Goldey-Beacom College
- University of Delaware
- Wilmington University

Delaware Higher Education Office • dheo@doe.k12.de.us • 302-735-4120
www.DelawareStudentSuccess.org