



November 11-15, 2013

Welcome Letter	1
History of College Application Week	2
Program Overview	2
Section 1: Planning Your CAW Event	3
General Recommendations	4
Site Coordinator Checklist	6
Event Day Reminders	7
Section 2: Getting the Support You Need	8
Engaging Others in Your Efforts	9
Managing Volunteers	11
Potential Volunteer Tasks.....	12
Sample Agenda for Volunteer Training.....	13
Section 3: Promoting Your CAW Event	14
On-Site Promotion Ideas	15
Local Community Promotion Ideas	17
Section 4: Student Resources	18
Online Search Tools	19
Important Student Reminders	19
Application Fees and Fee Waivers	19
Admission Office Contact Information	21



Dear Idaho College Application Week Site Coordinators:

On behalf of the Office of the State Board and the Idaho College Application Week Steering Committee, thank you for hosting College Application Week at your school. Your involvement will contribute to the success of the statewide College Application Week initiative. The goal of this program is to provide an opportunity for all Idaho seniors to complete at least one college application, and to promote excitement and enthusiasm about the college exploration and preparation process within your school. This year we are starting with only 18 schools as a pilot of this program with the intention that next year, and subsequent years after, this program will expand statewide.

This handbook is designed to assist you in planning and implementing your College Application Week event. It's packed with tips, helpful hints, and resources from colleagues around the country. In addition to the ideas you'll find in this guide, you'll want to be sure to complete the following tasks as soon as possible:

1. Schedule time in the computer lab or other appropriate space during College Application Week to allow students the opportunity to explore colleges and to submit college applications.
2. Review the best practices included in this handbook and brainstorm ideas to plan additional college exploration activities for your school's College Application Week. Consider engaging students in your planning to both lighten your load and increase their excitement for this project.
3. Invite all seniors or GED candidates at your school or organization to participate, and make efforts to ensure that each senior student who has not already completed a college application this year submits at least one college admissions application by the end of the week.
4. Recruit volunteers from your school or community to support the site coordinator and assist students during lab hours and other activities.
5. Keep a log of on-going feedback to help improve the process and expand statewide.
6. Keep up-to-date with statewide efforts by reading all Idaho College Application Week (CAW) emails. Regular updates to the website are designed to inform site coordinators and build support for the project. Don't forget to keep an eye out for those!
- 7.

We sincerely appreciate all of the effort and time that you have committed to make this event a success. Your involvement will help Idaho's students and families learn more about their options for college and pursue the dream of completing postsecondary education. Please do not hesitate to contact our office if you have any questions about Idaho College Application Week.

Sincerely,

A handwritten signature in cursive script that reads "Dana Kelly". The signature is written in dark ink on a white rectangular background.

Dana Kelly



History of College Application Week

College Application Week started in one North Carolina high school in 2005. Since then, the American College Application Campaign (ACAC) has grown into a national effort, sponsored by the America Council on Education (ACE). Its aim is to increase the number of first-generation and low-income students pursuing a college degree or other higher education credential.

<http://www.acenet.edu/about-ace/special-initiatives/Pages/ACAC.aspx>

Idaho's Pilot Program

In the past eight years, the College Application Week Event has grown throughout the country. This year, Idaho has decided to join in the ACAC and start a pilot program with 18 schools around the state. Sixty-one Idaho high schools were invited to apply to the program. These schools were selected based on size, region, and available college resources. From those applications, 18 schools were selected to receive focused support during this initial year.

After the testing year, the goal of the committee is to grow the program statewide in subsequent years, and encourage every senior in the state of Idaho to apply to a postsecondary institution.

Program Overview

November 11-15 has been designated as Idaho College Application Week. Selected Pilot Schools will host events that week to assist students with the college application process. The goal of Idaho College Application Week is to provide an opportunity for all Idaho seniors to explore postsecondary opportunities and complete college applications. While the events are geared toward students who may not otherwise apply to college, we encourage participating sites to include activities for all students, including freshmen, sophomores, juniors, and seniors who have already applied to college.

The College Application Week initiative seeks to address a serious need for our state. Improving college attainment is critical to the growth of Idaho's economy. As educational attainment increases, income also increases and the percent of the population living in poverty decreases. Moreover, the Governor's Complete College Idaho Initiative asks the state to ensure that 60% of its students will attain a postsecondary certificate or degree by 2020. College Application Week is just one of several initiatives designed to ensure we do our part in reaching the goal.



Section 1: Planning your College Application Week Event

Your College Application Week can be whatever you want it to be! With proper planning, event promotion, and creative thinking, your College Application Week will inspire all students to prepare for college and a career. Let's get started!

In the following pages, you will find general recommendations for developing your site's plan, a checklist that can be tailored to your event and a page of helpful reminders for the day(s) of the event.



Section 1: Planning Your College Application Week Event

General Recommendations

Identify a Site Coordinator. This can be a counselor or advisor, a GEAR UP, GO ON, or TRIO coordinator, or even a teacher or parent volunteer. The coordinator will be responsible for planning and implementing the College Application Week (CAW) at your school and for communicating with the CAW staff. It may also be helpful to choose a back-up coordinator.

Build a School-Wide Team. Recruit counselors, teachers and other staff to help plan and implement the event. Forming a team will help share and ensure the entire school supports the event.

Helpful Hint!

Including students on your school-wide planning team will encourage greater participation and excitement for your event. Consider offering community service hours or offering the opportunity as a senior project.

Encourage School-Wide Involvement. Get the entire school excited about the event and applying to college. Remember, it's never too early to begin thinking about college! Encourage all students and staff to participate in activities, such as holding daily trivia contests, wearing college shirts, sharing college stories, or decorating classroom doors with college logos, photos and other mementos.

Recruit volunteers. Most successful CAW events involve volunteers from the community who are on hand to greet students and calm their nerves as they arrive, assist them as they complete their applications, remind them to fill out the CAW survey, and congratulate them on submitting applications as they leave. See section 2 for ideas and resources related to recruiting and utilizing your volunteers.

Advertise and Promote Your Event. The CAW Steering Committee is responsible for building statewide exposure for the initiative. At the same time, we ask that you do some basic work in your school and local community to get the word out. See section 3 for specific ideas, tools, and resources.

Provide all Seniors and GED Candidates Access to the Event. Develop a schedule for your event that allows everyone the opportunity to participate. For high school sites that means providing time during the school day, while community based organizations may be better served by hosting their events in the late afternoons or evenings. Requiring that students sign up beforehand is strongly discouraged as often those who could benefit the most from the event will not sign up.

Some sites prefer to host their CAW event on just one day; others prefer to offer multiple opportunities throughout the week. It's up to you to determine what will work best at your site. As long as you are providing opportunities for all of your students to participate, the structure of the week is flexible.

Section 1: Planning Your College Application Week Event

Encourage students to complete college research prior to the event. To help ensure students are able to make the most of their College Application Week experience, students should arrive to the event with a list of colleges that they have determined would be a good match for them and to which they would like to apply. Consider developing a worksheet or online activity to help guide students through the process of researching colleges.

Allow for adequate student preparation prior to the event. Help students make the most of their College Application Week experience by encouraging them to arrive with all of the necessary information and supplementary documents needed to complete their applications. Encourage students to fill out the College Application Worksheet (download from the College Application Week Website) and bring it with them to your CAW event. Doing so will ensure they have all the required information at their fingertips when filling out application forms. Students may also find the Application FAQs helpful when completing the worksheet.

Encourage students to explore the College Application Week Website prior to the event.

There are a number of great resources to aid students in their college search.
One of the most comprehensive and user-friendly online options is
BigFuture.org.



Section 1: Planning Your College Application Week Event

Site Coordinator Checklist

The following table is designed to provide guidance in your planning. These are the steps we believe will be necessary to complete for most College Application Week (CAW) sites, but it may not be exhaustive for your site. Use the blank spaces for additional tasks necessary for planning your event. Remember, you don't have to do all this work alone! Recruit volunteers and co-workers to assist.

Status	Due Date	Task	Notes
		Recruit your core Idaho College Application Week implementation team and meet with them to determine the dates of your site's College Application Week and which activities you plan to undertake. Sign up to participate by completing the interest survey on the CAW website: gotocollege.idaho.gov	
		Review the Site Coordinator Handbook and the CAW website (gotocollege.idaho.gov) with any initial questions.	
		Reserve computer lab or other appropriate space for your CAW activities.	
		Add CAW activities to your school or organization's calendar of events.	
		Complete the Pre-event Information Survey to inform the steering committee about your event dates and times	
		Distribute the CAW Overview for Teachers and Staff handout (download from the CAW website). Encourage them to brainstorm additional college awareness and readiness activities to be held during your event.	
		Send a notice about CAW home to parents and encourage them to talk with their students about the event and application process. (Download a Family Letter template on the CAW website.)	
		Solicit door prizes from area colleges and businesses. It is a good idea to put someone on your committee in charge of this task.	
		Request that your local governmental municipality proclaims your selected week as "College Application Week in [your town/city/county/etc.]"	
		Use sample press release and PSA's to help spread the word in your community. Download samples from the CAW website (gotocollege.idaho.gov)	



Section 2: Getting the Support You Need

The success of College Application Week event relies not just on you, but on your school and community. Engaging the school community in the planning and implementation process will create excitement about the event. And the more support you have, the more success you will see. Additionally, the community plays an important role in creating and sustaining a college-going culture.

In the following pages, you will find ideas for involving members of your school and your local community.



Section 2: Getting the Support You Need

Engaging Others in Your Efforts

We hope that College Application Week will be a community-wide event, but we don't want all of the work to fall to coordinators! Below you'll find creative ways to involve members of your school and local communities. We know these just scratch the surface of what's possible. Don't forget to let us know if you have other ideas of ways to increase community involvement.

Students: Excited students can make all the difference in the world! When teens see their peers being excited about something, they want to do it too. Capitalize on the positive peer pressure to make your CAW event a success.

- Identify students from each grade who would love to bring some of their own ideas to the table. Choose student helpers from each grade and educate them about College Application Week. Ask them to share implementation ideas and post and distribute materials.
- Recruit seniors to mentor freshman, sophomores/juniors on preparing for post-secondary education. Senior mentors can meet with assigned freshmen, sophomores, or juniors during College Application Week or recruit them to assist during the week.

Ask students to promote the event through their Facebook or Twitter accounts. Encourage them to share the "I Applied!" image on their Facebook timelines and Twitter feeds. Nationwide, students will be using the #IApplied! Twitter hashtag to celebrate their participation.

Teachers: Teachers are your greatest allies in motivating students to pursue higher education. It's not only their job; it's their passion. We recommend enlisting their help to make your school's College Application Week a huge success.

- Share the calendar with them and ask for their help in brainstorming ways to make this event something the whole school embraces.
- Ask teachers to incorporate college-planning and exploration activities into their classes leading up to College Application Week. Examples include lessons on paying for college and calculating a return on investment in math class, or writing college or scholarship application essays in English class.
- Ask teachers to wear their favorite college gear during College Application Week.

Encourage a school wide "college gear" week and reward students who wear college affiliated clothing.

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- Suggest that teachers post fliers on their doors indicating where they attended college and encouraging students to ask them about their experiences.
 - Encourage teachers to decorate their classrooms and doors with college pennants, posters, and information.

Implement an all-school door decorating contest! Give awards for best "Idaho Institution", "Out of State Institution", and "Community College"



Section 2: Getting the Support You Need

School Staff and Support Personnel: Other successful College Application Weeks have been most successful when they got the whole school community involved. Encourage your school staff, including custodians, cooks, and administrative assistants to wear college gear, post signs and information about College Application Week, and to encourage students with whom they interact to apply.

Community Engagement: Involvement from members of the local community is crucial to the success of your event.

- Ask local businesses to donate raffle prizes for participating seniors. Request items that could be useful for a student's first year of college – something to decorate a dorm room, a shower caddy, or even a tune-up for their car. Be creative in your requests!
- Request that the neighborhood ice cream shop or sandwich place get involved by offering a free cone or cookie to any student who participated in your CAW event. Encourage students to wear their "I Applied!" sticker for proof that they applied!
- Recruit community volunteers to assist students on the day of the event.
- Encourage parents to participate in your event as volunteers.



Section 2: Getting the Support You Need

Managing Volunteers

Recruiting Volunteers

1. We recommend having at least one staff member and two volunteers at all times when working with a group 20-25.
2. Identify contacts in your community who may be interested in helping make your College Application Week a success by volunteering on the day of the event. The presence of community members in your school can lend weight and excitement to the initiative and showcase your community's dedication to promoting student success. Consider including the following groups of people in your CAW events:
 - School alumni
 - Students' families, the PTA/O, the School Improvement Council
 - Students who have already completed their applications (call them "College Application Ambassadors"!)
 - Retired Educators
 - Community services, senior citizens, or church groups
 - College and university representatives and faculty
 - Business, community, and political leaders
 - Local politicians
3. Send potential volunteer groups a College Application Week Volunteer Recruitment Letter (download a template from the CAW website).
4. When promoting your College Application Week event, always mention the need for volunteers in your communication.
5. Create a system for collecting volunteer information. Depending on your school district's policy, you may need to conduct a background check, run volunteer names through Idaho's Sex Offender List and/or make sure that school staff or IACRAO (College and University Staff) are always present when students are present.

Information for Volunteers

1. Identify specific responsibilities and duties for your volunteers. For example, you may create shifts for greeting, sign-in, computer lab, other activities, etc. Create a short explanation of each responsibility for volunteers to follow throughout the day. (See the "Potential Volunteer Tasks" section for a list of ideas.)
2. Finalize a volunteer list, send a reminder with the date and time of their shift, and encourage volunteers to visit the CAW website to download the Volunteer Resource Guide and review other helpful materials.
3. Encourage volunteers to dress in college gear.
4. Provide name tags for volunteers on the day of the event.
5. Conduct a quick orientation, perhaps the morning of the event, to familiarize volunteers with the details of your event. Make sure that volunteers are familiar with the confidentiality of student records. Limit access to personally identifiable information to school staff or IACRAO volunteers assisting with the application process.

Follow Up

Send a thank you letter to all volunteers for their dedication to College Application Week! (Download a Volunteer Thank You Letter template from the CAW website.)



Section 2: Getting the Support You Need

Potential Volunteer Tasks

When assigning tasks, consider the expertise and comfort level of the volunteer with various roles. The power of the volunteer comes from students seeing that members of the broader community see education as an important goal. The following are tasks that will need to happen during your event and might be ideal responsibilities for volunteers. Don't forget to share additional ideas on the CAW Facebook page!

- Post directional signs in the school for the event. Good signage is key to reminding students of the event and getting them to the right place.
- Greet students as they arrive. Make sure they use the sign-in sheet.
- Help students access the Idaho College Application Week website (www.gotocollege.idaho.gov) or the specific college/university website and begin an application. If the school does not have enough computers or stable online service, the site coordinator should be prepared with paper applications. Volunteers can hand out the correct application.
- Guide students through the college application process and help answer any questions students may have, regardless of where the student wishes to apply.
- Monitor printers to ensure that any applications that need to be printed remain in order and replenish the paper supply as needed.
- Share personal college experiences with students.
- Instruct each student to complete an evaluation of their College Application Week experience. Hand out the evaluation. All students who complete the survey will be entered in a prize drawing.
- Give an "I Applied!" sticker, tattoo, and/or wristband to each student as they complete their applications.
- Remind students to use the sign-out sheet before leaving so that site coordinators can track the number of students who participated and where students applied.
- Wear a college t-shirt or sweatshirt.



Section 2: Getting the Support You Need

Sample Agenda—Volunteer Training/Orientation

Training volunteers for College Application Week is not a complex task. You want to provide volunteers with enough information to be useful to you and the students but not so much as to overwhelm them. In addition to the very real assistance they can provide to ensure that College Application Week is successful, they also are likely to become college access advocates in the community.

Below is a sample volunteer training agenda. It covers the basic needs and expectations for volunteers across the state. It will NOT cover the individual site needs for each host high school or community based organization. Host sites are not required to provide a volunteer training. When deciding whether or not to host an orientation, use your judgment as to the comfort of the volunteers with respect to the tasks you expect them to complete. You can provide it as a short face-to-face gathering either a week before the event or the day of the event. If your school requires a background check for non-school personnel to work with students on your campus, then be sure to handle this requirement prior to the training.

The following is a suggested outline for a volunteer orientation session. As with all CAW activities, feel free to add any additional information you think will be helpful to your volunteers.

- I. Welcome and Thank You!
 - a. Have all volunteers sign in and provide you with name, phone number, and address (you will need this for a follow-up thank you note).
- II. Purpose of College Application Week
 - a. To encourage and assist all students to apply to college, especially those who are from low-income and first generation college families, because applying to college in the fall of their senior year will increase their options as they decide what to do after high school.
 - b. To provide additional information to students about the college going process such as what to do when they hear back from an institution, and how to apply for financial aid.
 - c. To reinforce a college-going culture in the community.
 - d. This is not a recruitment activity for a specific school. If a volunteer has a strong relationship with (or love for) a particular school, it is important to leave it at the door.
- III. College Application Week Logistics
 - a. Provide a short tour of the school, highlighting where the event will be held, main office, facilities they may use or go into, as well as those that they should not
 - b. Dates and times College Application Week/Day will be held in our site
 - c. Times that volunteers are expected to be available (it is strongly recommended that they are asked to arrive 15-30 minutes prior to the start of the event)
 - d. Assign tasks to be done by Volunteers (see task list)
 - e. Review College Application Worksheet and Application FAQs
- IV. Questions?
- V. Again—Thank You!



Section3: Promoting Your College Application Week Event

Promoting and building excitement around your College Application Week is crucial. While much of the focus for College Application Week is geared toward seniors, a truly successful event has the entire community actively engaged. In the following pages, you'll find ideas and sample activities you can use to promote the event to all those involved — both within your school or organization and outside your walls, in your local community.



Section 3: Promoting your CAW Event

On-Site Promotion Ideas

You'll want to do everything you can to get the word out! In addition to increasing the number of students who attend your event, promoting College Application Week is a great opportunity to continue building a college-going culture in your community. The following ideas come from colleagues around the country. We encourage you to use them and to engage students in planning activities that they'll enjoy.

PA Announcements

- Use daily PA announcements to generate awareness of College Application Week activities at your school or organization. If you have a morning news program, coordinate with the producers to feature a count-down or a fun fact each morning leading up to the event. Coordinate interviews with students who plan to attend/participate in the event. Student newspapers and newsletters are also a great place to highlight the event. Encourage student writers to feature stories.
- Use the PA announcements to build general awareness of local colleges and universities. Encourage students to research a school that interests them and develop a brief, informational "ad" to be read during morning or afternoon announcements. End the announcements with a plug for College Application Week: "Like what you hear? Consider applying during College Application Week!"

Host a College "Prep Rally"

Talk with your administrators about holding a kick-off "prep rally" to get everyone in the college frame of mind. Ask students to wear college gear from their favorite schools. Introduce seniors who have already been accepted into a school or certificate program and have them tell the student body the one thing they are most looking forward to in college or why they selected the school or program they did. Incorporate contests and fun activities — and get your student clubs involved in building enthusiasm!

Friendly Competition

Sponsor a contest between the different grades to inspire all students to take the college preparation process seriously during College Application Week. Classes can compete against each other to design the best "College App Wall," or to come up with the best idea to promote College Application Week and college awareness.

Host Homeroom Workshops

Conduct workshops during homeroom with students throughout College Application Week. Potential workshop topics include:

- *Freshmen*: Decision making, learning styles, study habits, high school transcript and academic planning, connection between school and careers, how to qualify for a scholarship, colleges and the degrees offered, college admission criteria, etc.
- *Sophomores*: Progress reports, extracurricular activities, earning college credit during high school, world of work, college costs and ways to pay, college visits, PSAT, etc.
- *Juniors*: Money management, finding scholarships, admission process, ACT and SAT test preparation, preparing to apply, writing personal statements and essays, etc.
- *Seniors*: What to expect in college, resume writing, FAFSA, searching for scholarships, finding the right college for you, etc.



Section 3: Promoting your CAW Event

Dress the Part

During College Application Week, encourage teachers and staff to wear a t-shirt, sweatshirt, or hat from the college they attended, or have them bring in their college yearbook or other items with their college mascot to share with students and decorate their classrooms or work spaces.

Host a Parent and Family Night

Sponsor a parent and family night and have parents, family members, and community members who have completed college participate in a panel to talk about their college choices, why they made them, and what they are currently doing. Invite parents and families to come up with questions or discussion ideas.

Invite Guest Speakers

- Invite admissions staff from local colleges and universities to provide general information related to their campus, including the majors offered, admission requirements, the application process, and cost of attendance.
- Connect college to career by inviting speakers to talk about the work they do and what education was necessary to accomplish their goals.

Conduct "Trial Runs" in Classes

- Complete a sample application with students. Teachers can go over the correct grammar and language to use on a college application. Stress the importance of using appropriate e-mail addresses. It should sound professional and provide a good impression of the student. If necessary, have students create an e-mail address specifically for their college communications. Students should complete the College Application Worksheet (download from the CAW website, or encourage students to complete the form online in the student section website) to prepare for the event.
- Encourage students to research a college major they think they might be interested in pursuing. Have them identify which colleges offer the major, what type of jobs/careers are typically held by people obtaining a degree in that major, what type of courses are required to obtain a degree in that major, etc. and then have them present this information to their classmates.
- Encourage English teachers to incorporate writing college and scholarship essays into their class curriculum.

Give Away College Gear

Hold drawings or coordinate contests during College Application Week. Ask colleges and universities to donate promotional items (banners, hats, t-shirts, sweatshirts, etc.) and businesses to provide donations students can use in their first year of college (e.g., microwaves, coffee pots, XL twin sheet sets, gas cards) to use as giveaways during your event.

Communicate

Send letters or e-mail reminders to all parents, students, and school staff. Also, include information in the school newsletter. (Download the Student and Family Letter template from the CAW website.)



Section 3: Promoting your CAW Event

Local Community Promotion Ideas

You *can* host a successful College Application Week without including your local community, but you'll host a much more successful one if you spread the word beyond the walls of your school or organization. Community members make great volunteers, and they can also help build and maintain a college-going culture among your students. Help them show support for your students and their aspirations by sharing news and information and providing them with concrete opportunities for them to assist you.

Local Press

- Community newspapers are frequently looking for feel-good, positive stories. Give them the opportunity to tell your neighbors about your students' exciting dreams. Write a press release before the event and get it to your local media sources about two weeks before. Invite reporters to observe the event or conduct an interview to get more information. Then, submit another press release when your event is over to share all of your successes. Don't forget to send photos!
- Local radio stations also want to share positive stories. Include them when you send out press releases. Ask if they will allow you to record a Public Service Announcement.

Governmental Proclamations

Governor Otter has proclaimed that November 11-15, 2013 will be College Application Week for the state of Idaho. Cities and other local municipalities also offer proclamations, often for a day or a week. Consider asking your local government to proclaim College Application Week to be the week of your event. Don't be afraid to leverage the Governor's proclamation when making your request! If more than one site is located within the bounds of your city or county, submit the request as a coalition of sites. Be sure to include the proclamation in your press releases. (View the Governor's proclamation and download a Local Proclamation Request template from the CAW website.)

Business Support

Ask local businesses, especially those where your students and their families shop, to show their support of students college aspirations and your College Application Week event by hanging a CAW sign in their storefront.



Section 4: Student Resources

Students are strongly encouraged to explore colleges prior to the College Application Week event at your site. Many online resources exist to help students with this process. The resources listed on the following pages may be of particular use to coordinators and students as they embark on the college search and application process.

Don't forget to look at your *Higher Education in Idaho* books to research Idaho schools you may be interested in attending.

In this section, you will find

- Links to online college search tools
- Important student reminders
- Information about application fees and fee deferral and waiver information
- Admissions office contact information for Idaho's public universities, community colleges, and independent colleges and universities.



Section 4: Student Resources

Online College Search Tools

The College Application Week website (www.gotocollege.idaho.gov) is a great place to start! It will provide students with links to some college search engines, the College Application Worksheet, and a Frequently Asked Questions page about required information for their applications, as well as links to scholarship and FAFSA websites. When they are ready to complete their applications, they'll find a page linking them to the application pages of every public university or community college in Idaho, as well as independent colleges and universities.

Students just beginning their college search may find the following sites especially helpful:

- Big Future – a comprehensive college search engine: <http://www.bigfuture.collegeboard.org>
- You Can Go – a search tool designed with first-generation students in mind: <http://youcango.collegeboard.org>
- Idaho Career Information System: <https://idcis.intocareers.org/default.aspx>

Important Student Reminders

Before your event, you will need to prepare students as much as possible. To ensure that you have it all covered, here is a list of helpful student reminders.

1. Direct seniors to complete the College Application Worksheet.
2. Work with your guidance office to contact students who may be eligible for a fee waiver or deferment. Usually, those students who are eligible for fee waivers and deferments on college entrance exams are also eligible for college application fee waivers and deferments.
3. Identify students who have not yet applied to college and begin working with them to explore their options. Encourage other staff members to work with these students, and be sure to foster a culture in your school that considers every student to be "college material."
4. Remind students that information about their addresses and parents will be used to determine tuition and residency for public colleges and universities.
 - Students should be sure to provide the accurate addresses of their parents. Remind students to bring their social security number (SSN), as this is required for submitting most college applications. You may want to have a secure list of SSNs just in case students do not have this information.
 - Not using the student SSN on the applications may cause eligible students to miss out on financial aid opportunities at the college of their choice. While some applications list the SSN as optional, the process most colleges use to match students with any federal financial aid does involve the use of the SSN.



Section 4: Student Resources

Application Fees

The Applications page of the College Application Week website has a table of all public and private, not-for-profit colleges and universities in the state of Idaho, as well as their current application fees and fee waiver guidelines.

Most colleges and universities charge an application fee and payment of this fee is required prior to the review of the applicant's file for admission. Most on-line application forms provide a means of paying the application fee via credit card. In some cases, a check can be mailed directly to the college or university after the on-line application has been submitted. If students choose this option, please be sure to remind the student to send a copy of his/her confirmation page with payment, or advise the student to put their full name and phone number on the check so that their account is properly credited.

Fee Waiver

Some of Idaho's independent colleges and universities do not charge an application fee, others do not charge an application fee in certain circumstances, and others accept a fee waiver from ACT, the College Board, or the National Association for College Admission Counseling (NACAC). NACAC's form is available at <http://www.nacacnet.org/studentinfo/feewaiver/Documents/ApplicationFeeWaiver.pdf>. It is recommended that you print a few copies and have them available in the event a student qualifies for a waiver.

For further information on fee waivers, ask your school counselor or contact the college or university representative. General guidance for fee waivers from Idaho institutions is listed below.

- Idaho public institutions offer fee waivers for low income students.
- Eligible students must submit a fee waiver to each college/university to which they plan on submitting an application.
- The form must be signed by both the student and a counselor or designated school official.
- It is recommended that you have copies of these forms available for students to complete during your College Application Week event.
- Further, because waiver forms must be mailed to the admissions offices and most students will submit their application for admission online, you may submit all completed forms from your event in a single packet to each institution.



Contact Information

Keeping a copy of this chart handy during your CAW event may prove helpful as students often have questions best answered by the experts in the college offices!

Institution	Address	Phone	Admission Email	College Website
University of Idaho	875 Perimeter Dr -MS 4264 Moscow, ID 83844-4264	(208)885-6326	admissions@uidaho.edu	www.uidaho.edu
Boise State University	1910 University Dr. Boise, ID 83725	(208)426-1156	bsuinfo@boisestate.edu	www.boisestate.edu
Idaho State University	921 S. 8 th Ave Pocatello, ID 83209	(208)282-2475	admissions@isu.edu	www.isu.edu
Lewis-Clark State College	500 8 th Ave Lewiston, ID 83501	(208)792-2210	admissions@lcsc.edu	www.lcsc.edu
Eastern Idaho Technical College	1600 S. 25 th East Idaho Falls, ID 83404	(208)524-3000 ext.3337	Jessica.dixon@my.eitc.edu	www.eitc.edu
College of Southern Idaho	315 Falls Ave Twin Falls, ID 83303	(208) 732-6795	Newstudentservices@csi.edu	www.csi.edu
North Idaho College	1000 Garden Ave. Coeur d'Alene, ID 83814	(208) 769-3311	admit@nic.edu	www.nic.edu
College of Western Idaho	5500 Opportunity Dr Nampa, ID 83687	(208) 562-3000	Onestop@cwidaho.cc	www.cwidaho.cc
Northwest Nazarene University	623 University Blvd. Nampa, ID 83686	(208)467-8000	admissions@nnu.edu	www.nnu.edu
The College of Idaho	2112 Cleveland Blvd Caldwell, ID 83605	(208)459-5305	admission@collegeofidaho.edu	www.collegeofidaho.edu
Brigham Young University-Idaho	120 Kimball Blvd. Rexburg, ID 83460	(208)496-1300	admissions@byui.edu	www.byui.edu
Boise Bible College	8695 Marigold St. Boise, ID 83714	(208)376-7731		www.boisebible.edu