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\* Photo from [Jigsawpuzzles.com](http://Jigsawpuzzles.com)

# WACAC Spring Workshop Planning for Post-Secondary Programs

# Why a Post-Secondary Night at the high school?

- School Counseling Program Goals and ACP components
- Availability of events for families at school and in community
- Data to support student and family benefit
- Parents and students attend/ learn together
- Help families make connections
- Provide the most updated information from the experts!

# Type of program to consider?

- College and career fair
- Large group auditorium presentation
- Sectionals or break out groups
- Evening/ school day / both
- Individual school program or combined
- Format of other program options

# SPASH POST-SECONDARY NIGHT AND CAREER FAIR

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## 2017 EVENT STATISTICS

- Held March 15, 2017: 5:30-7:30pm in the SPASH fieldhouse
- Representatives from four and two-year colleges, technical colleges, military, apprenticeships, and area businesses: 105
- Total attendees including students and parents: 1,010
- 15 local schools had at least one student attend
- Mid-State Technical College brought their Manufacturing Bus for students to tour

## EVENT BACKGROUND

- Event began about 10 years ago and has grown each year since.
- Held in March based on timing of other events going on in the area.
- In 2016, 10 local business representatives came to the event.
- In 2017, event was moved from two commons areas to fieldhouse to allow more space.

# ADVERTISING THE EVENT

- Save the Date Cards – for representatives and families
- Fliers updated throughout the year
- Posters
- Classroom visits throughout the year
- Junior Conference conversation
- Advertisements online, through e-mail, and in local newspapers
- Trivia the week before the event
- Alma mater clothing day

## Save the Date

You are invited to attend

Post-Secondary Night  
Wednesday, March 15th, 2017  
at Stevens Point Area Senior High  
5:30 – 7:30 p.m.

Come learn about:  
Admission Requirements  
Campus & Housing Information  
Programs of Study  
Military Options  
Financial Aid and Scholarships  
& Much, Much More!



## SEQUENCE OF EVENTS

- Send Google Form to all previous representatives to gather information regarding their attendance for the current year's event.
- Gather donations for the event for the prize table.
- Prepare flier that shows the organizations that will be represented and update throughout the year.
- Prepare poster that can be used to advertise.
- Invite area schools.

## SEQUENCE OF EVENTS CONT.

- Prepare for the items needed in the fieldhouse including chairs, tables, and items needed for the hospitality room.
- Create advertisements for local newspapers and the school district webpage, Facebook, Twitter, etc....
- Prepare a map and/or listing of representatives for families to follow on the night of the event.
- Confirm all details for the event with the representatives. Good communication is key!

# Newspaper Article Example

News Article

## SEQUENCE OF EVENTS CONT.

- Create packets for representatives including a survey to be filled out at the end of the event.
- Create passport that each student will be encouraged to complete during the event.
  - Purpose of the passport is to encourage students to visit a table related to each type of organization represented. Many teachers require students to complete a passport.
- Create drawing slips that students can complete to be considered for the raffle drawing.
- Arrange for photography of event.

## TRIVIA WEEK - EXAMPLE

- 8th hour – March 10th:
- Hello Students! Post-Secondary Night is this coming Wednesday March 15th at SPASH from 5:30-7:30pm with over 100 universities, tech colleges, military, trade schools, apprenticeship programs, and area businesses. To get you ready for the event, we will be doing trivia for prizes the next four days at the end of 8th hour. First 5 students with the correct answer in the Counseling Office win a prize! Today's question is: How many 4-year University of Wisconsin System schools are there? 13

# DAY OF THE EVENT

- Set up of Hospitality Room
- Set up of Fieldhouse
- Set up of Break-Out Sessions in Auditorium
- Clean up at end of event
- Send thank you notes to representatives
  - Importance of student volunteers and team effort of department
  - Delegation of duties
  - Good communication with custodial staff

## PLANS FOR FUTURE

- Consideration of moving the event into the day to all students to attend while also maintaining an evening portion.
- Consideration of having students pre-register for the event.
- Consideration of changing the order of the tables so that representatives are at different locations in the fieldhouse from year to year.

PICTURES!



# Guest Presenter program at SMC:

Short presentation from each guest to the large group, then divide

University of Wisconsin 4-year campus

University of Wisconsin 2-year campus

Wisconsin Private Colleges and Universities

Wisconsin Technical Colleges

US Military

- Apprenticeship/service year/other representatives
- Counselor information



St. Mary Catholic High School

— Est. 1928 —

# Program content:

- Speakers cover general area of expertise as representation for larger organization plus campus and program specifics
- College and program search, comparisons, what to consider
- Admissions requirements and application process
- Scholarship and Financial information
- Student Athletes
- Dual credit and transfer
- International Students
- Planning timeline



# Program placement in calendar year:

- After sophomore career exploration unit and project, career and college individual planning and group data
- Before Junior Conferences and Course Registration
- Post-Secondary Program at SMC late fall/early winter, Wisconsin Education Fairs in fall, Fox Valley College Fair in spring
- Financial Planning and Alumni career visits and separate programs



# Promoting the program:

- Series of events for families as part of Counseling Program promote all of them together (SMC also has On-Track programs planned by Fine Arts and Advancement offices)
- Newsletters, announcements, email invites, and home screen message (include comments from past attendees)
- College and Career Week activities, Application and Financial Aid events, Signing Day
- Information available after the event if unable to attend



# Materials, Handouts and Assignments:

- Guide books, brochures and contact information from Presenters
- Materials for SMC in Naviance
  - Planning Guide
  - Junior Conference documents folder
  - College visits
  - Tasks (update schools of interest, Resume, Senior Form, Survey, Recommendations)
- Sign-up for Junior Conferences opens
- Evaluations



# Make it fun for all:

- College and Career week of activities
- Staff surveys, posters and door signs
- Morning announcements trivia and fun facts
- Dress the part
- Alumni visit day
- Resume, and essay workshops
- Scavenger hunt or 'younger sibling' activity for fair
- Save up your college items or ask for more to use as prizes and at senior event for students



# Evaluate and share results:

## Surveys

- Students and Parents evaluations
- Attendance data

Thank you notes for presenters and follow up - how did it go, what else do you need

Plan for next year: Calendar, invites, website



## ... and other high school programs



### MONDAY 3/20

- **ASVAB Testing**  
Are you interested in pursuing a career in the military? Take the ASVAB, a multiple-aptitude battery that provides information for civilian and military occupations, and is an indicator of success in college, vocational school or military careers. Sign up in the Guidance Office!
- **Military Fair**  
Representatives from branches of the military will be available to meet with interested students during all lunch periods.  
**Wear your favorite military t-shirt!**

### TUESDAY 3/21

- **Resume Workshop**  
Are you wondering how to begin working on your resume? Receive assistance on writing a resume to highlight your accomplishments and activities during your Warrior Time. Sign up in the Guidance Office!
- **Career/Vocational Fair**  
Over 20 local business professionals will be available during all lunch periods to meet with students about their careers programs. Complete a Career Passport form for a chance to win a prize!  
**Wear your best professional attire!**



### College & Career Week March 20—24, 2017

#### ALL WEEK

- **Seniors: Bring 17 On!**  
Hey Seniors! Come down to Guidance and autograph a sticker showing where you'll be going to college next year!  
"College of the Day"  
Daily announcement will feature a fun fact about a college or university.
- **Faculty Brag Sheets**  
Learn more about WB Staff on brag sheets posted outside the auditorium and throughout the school. Students are encouraged to ask staff members about their college and career knowledge and experience.

### WEDNESDAY 3/22

- **College Essay Workshop**  
Are you curious about what colleges look for in their college essays? Two college representatives will review strategies about what is important and how students can distinguish themselves from other applicants when writing a college essay. Sign up in the Guidance Office!
- **College Fair**  
Over 60 colleges and universities will be available during all lunch periods. Complete a College Passport form for a chance to win a prize!  
**Wear your favorite college t-shirt or sweatshirt!**

### THURSDAY 3/23

- **SAT PREP Workshop**  
Would you like to learn helpful hints and strategies to maximize your SAT Test Scores? Even a few points can make a big difference in college admissions or scholarship eligibility. This workshop meets in Room C2 during all lunch periods. Lunch will be provided!

### FRIDAY 3/24

- **Prizes!**  
Students who participated in the Passport Challenge will be awarded their prizes during lunch periods!

Check out Pinterest...

DuPage High School District 88, Illinois





Add additional topics and activities:

- Social media
- Student athletes
- Gap/service/specialized

“THEY LOVED YOUR G.P.A. THEN THEY SAW YOUR TWEETS...”



Image: John-Patrick Thomas

## Manage Your Online Image Exercise

**Directions:** Colleges and employers will use online resources to learn about you. Make sure that your online image fits what you want them to know about you. Use the checklist of activities below to review. Make a list of activities to clean up to manage your online image.

Activity/Platform	Blogs/ comments	Face book	Photo Sharing (Flickr, Instagram)	Linked In	Search Engines	Twitter	Video Sharing (YouTube)
Accurate Information?							
Privacy setting appropriate?							
Profiles Updated/ removed?							
Tags of your name							

# Include staff/parent advice to students

- Survey
- add art
- Display



# Senior Day, bulletin board and photos of senior plans



Image from Reach Higher (@ReachHigher) Twitter



# Work time resources:

ASCA National Model Closing-the-Gap Action Plan, Lesson Plan, Curriculum Action Plan, SMART Goals

Academic and Career Planning templates, components rubric, portfolio completion standards, shared site

Program Event Planer -roles and responsibilities checklist and calendar plan

NACAC: National College Fairs – ‘Learn’ link for handouts and resources

Explore other high school programs as examples

Pre/post Surveys and Evaluations for data

Contacts for Guest Speakers – does your local network do this as a team?

College Week activities – other ways to promote and include



<https://www.schoolcounselor.org/school-counselors-members/asca-national-model/asca-national-model-templates>

<https://dpi.wi.gov/acp/implementation>

<https://drive.google.com/drive/folders/0B6DmJPCiQxu6Mk94c2NuNHVsbEk>

<https://www.nacacfairs.org/>

<https://professionals.collegeboard.org/guidance/college/rep>

<https://www.bettermakerroom.org/> @BetterMakeRoom #BetterMakeRoom #ReachHigher #CollegeSigningDay

<http://www.wefs.org/index.html>



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