



College Day To-Do List

Inspiring the future by celebrating the Educational Journey on September 30th!

- Designate a staff person to be the College Day Chairperson for your school site.**
- Meet with staff the first week of September to create a school-wide plan for College Day on September 30th, and outline the implementation of the day. Use the resources on www.collegeday.org to help you decide what activities you want to do.
- Have College Day put in the Master Calendar once it has been approved by administration and staff.
- Send email to faculty and staff of your school announcing College Day by the end of the first week of September. Include a *Questions for Teacher Ed Journey Poster* handout and ask that all teachers fill one out so an educational journey poster can be made for the teacher college corner day. (*You can request your staff educational journey posters be made at www.collegeday.org.*) Give them the *Create a College Corner* handout so they have ideas of what to include.
- If you are a high school, choose specific universities you would like to visit your campus during this week. You can delegate this task to the career tech. He/She will be responsible for booking these representatives by the second week of September.
 - Ask if representatives can donate prizes for the college raffle on College Day.
- Send out an email, postcard, flyer and/or whatever means of communication you normally use to communicate with parents to let them know about your College Day activities by the 3rd week of September. Make sure to highlight how they can get involved and what activities you have planned for them on College Day.
- Have teachers commit to presenting *Educational Journey lessons* on College Day in their classrooms by the 3rd week of September.
- If you are at a high school, book presenters for Senior Parent Night. You can delegate this task to the 12th grade counselor.
 - UC Rep
 - CSU (SJSU) Rep
 - Private University Rep
 - Community College University Rep
- Print College Day flyers and event calendars and begin posting them around campus the second week of September.
- The Friday before College Day, email staff member in charge of announcements. List announcements about College Day you would like him/her to make on the loud speaker. Have the announcements repeated all next week. Some ideas could be announcing college facts about the colleges that staff attended.

***Italicized titles are resources that can be found at:**

www.CollegeDay.org

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