



Steps to Plan a Successful College Application Day

1) Set a Date and Secure a Location

- Choose a date that aligns with when the majority of college applications open (you can base this on your local or state college or on an application management platform like the Common Application)
- Reserve a space like the library or a computer lab based on your school's established processes
- Publicize the date on the school calendar early to make teachers, staff, and administrators aware

2) Gather Necessary Resources & Invite Admissions Representatives to Join

- Provide application checklists and deadlines.
- Ensure access to any application fee waiver details, if your area colleges or state has an initiative.
- Arrange for school counselors or college advisors to be present.
- Print transcripts for all of your seniors who plan to attend, so they have easy access to their grades while applying

3) Promote the Event

- Announce the event through school emails, flyers, and social media.
- Encourage teachers to remind students about the opportunity.

4) Prepare Students in Advance

- Create passes for your students, if needed
- Offer pre-event workshops on essay writing and application tips, if applicable.





5) Offer Hands-On Support

- Assign volunteers or mentors to assist students individually.
- Have admissions representatives or alumni available for guidance.

6) Celebrate & Follow-Up

- Recognize students' progress with small incentives or certificates.
- Schedule follow-ups for students who need additional assistance.
- Use our template to have students make note of where they applied and decorate your office or bulletin board!

Additional Resources

The American College Application Campaign (ACAC) offers a suite of in-depth materials for hosting your own college application event. While ACAC works directly with educators to offer technical assistance and training to help make your event successful, you do not need to be an ACAC site coordinator to access the resources.

Visit: <https://impactandlearning.act.org/acac/resources/>

