

# **Site Coordinator Expectations for Iowa ACAC College Day/College Night Programs**

Site Coordinators are expected to:

1. **Abide by the dates and times agreed upon during the scheduling process.** No changes are to be made to college fair dates or times, without prior approval by the Iowa ACAC College Day/College Night Chairman. The time and date listed on the site coordinator agreement is the official start and end time of your program. When the schedule is approved, it is published on the Iowa ACAC web site and provided to all member institutions.
2. **Have solid support from area high school counselors.** Participation by area counselors and schools is integral to the success of the program and its future scheduling.
3. **Make arrangements for all tables and chairs for the program**, adhering to the budget initially provided in the site host application.
4. **Contact all program registrants a minimum of two weeks prior to the college day or college night date.** Iowa ACAC will provide a list of institutions/organizations registered for the program, along with contact information supplied by the registrant. That information is typically sent by email to the site coordinator by September 1 for fall programs and in early February for spring. Information sent to registrants should include:
  1. Date, time, location, and parking instructions.
  2. A realistic estimate of the number of students expected.
  3. Description of program format and any special accommodation concerns (i.e., browsing, classroom).
  4. Name of contact person at the site and his/her phone number.

Other information to include, if appropriate to the site:

  - i. A list of area hotels and restaurants.
  - ii. A list of all invited high schools.
  - iii. Any special directions regarding construction.
5. **Provide advance publicity**, including the following:
  - Contact all area high schools with the advance date of your fair.
  - Notify local media about the CD/CN program with the provided media release.
  - Email provided posters to all invited high schools.

- Use all school social media & electronic communication avenues to notify students, parents, and guardians.
  - Reach out by phone to area school counselors to encourage participation.
6. **Provide students and staff to assist** college representatives, students, and parents with directions and check-in upon their arrival at your program
  7. **Be familiar with the CD/CN Standards of Conduct for Representatives** and provide copies at each table.

***Recommendation:***

*We recommend providing light hospitality (coffee, juice, soft drinks, cookies, rolls, etc.) for school counselors and college representatives on the day of your program. Iowa ACAC will reimburse reasonable expenses.*

**If you have any questions or concerns, please contact College Day/College Night Chairperson, Nick Kettmann at 319-398-5656 or [nick.kettmann@kirkwood.edu](mailto:nick.kettmann@kirkwood.edu)**