



## Site Coordinators Checklist / Preparation for College Goal Sunday

1. Review your box shipped for materials:
  - a. Volunteer list
  - b. Pens
  - c. Scholarship forms - Put "Winner" in RED on form for the winner
  - d. Poster and flyers
  - e. Name tags
2. Make room reservations at your college location.
3. Reserve any IT equipment needed for event: i.e. laptop, projector screen, microphone, etc.
4. Order FOTW worksheets for 10-11.
5. Make or request directional signage for event from PR department or maintenance department.
6. The following information will be available online in the Site Coordinators Tool Box. To access the Tool Box go to <https://www.kasfaa.com/cgs/toolbox.htm>
  - a. Inclement Weather Cancellation –
  - b. Presentation - available in January
  - c. Sign-in Sheet
  - d. Student/Parent Evaluations: make copies; return all to Runan
  - e. Site coordinator/volunteer evaluations - online (website info forthcoming).
  - f. Attendance Record (report to Runan Pendergrast at [runan.pendergrast@kctcs.edu](mailto:runan.pendergrast@kctcs.edu) or fax 859-246-4698/phone 859-246-6305)
  - g. Photo release: This necessary if taking individual photo attendees, i.e. scholarship winners.
  - h. Scholarship winner certificate (letter from Andy Spry to follow to winner.)
  - i. The winning scholarship form needs to be mailed or faxed to Runan.
7. No shirt were order this year, encourage volunteers to wear previous years College Goal Sunday shirt, or a navy or white shirt.
8. Email your site volunteers regarding dress, time to report, and job responsibilities

**For questions call: Shawn Anderson at 606-451-6641 or [shawn.anderson@kctcs.edu](mailto:shawn.anderson@kctcs.edu) or Lissa Caldwell at 502-696-7277 or [LCALDWELL@kheaa.com](mailto:LCALDWELL@kheaa.com).**

**Site Coordinators Toolbox: <https://www.kasfaa.com/cgs/toolbox.htm>**



## Site Coordinators Do's and Don'ts

### **DO**

- ✓ Have volunteers complete a volunteer form
- ✓ Have volunteers complete a volunteer survey
- ✓ Require all volunteers to wear the same shirt
- ✓ Post visible directional signage
- ✓ Have a weather contingency plan

### **DO NOT**

- ∅ Allow solicitation of any kind
- ∅ Ask for a social security number
- ∅ Require attendees to sign for anything
- ∅ Turn away help
- ∅ Forget to say "Thank you" to all volunteers

