Volunteer Task List

When assigning tasks to volunteers, consider the expertise and comfort level the volunteer has with the various roles you may need filled that day. Just having volunteers present at the event is powerful, allowing students to see that members of the broader community see education as an important goal. Below are some suggestions of tasks that may be assigned to the volunteers at your school.

- Greet students as they arrive at the computer lab (or location of the event). Have them sign in, if applicable.

- Help students locate the appropriate website and begin an application. If paper applications are going to be made available that day, hand out the appropriate paper applications.

- "Float" around the computer lab and help guide students through the application and answer any questions the students may have.

- Monitor printers to ensure that any applications or confirmation pages that need to be printed remain in order and get to the appropriate students. Replenish the paper supply as needed.

- Talk with students and share personal college experiences. Answer questions students may have about college life in general.

- For students who have already completed their admission applications, help them search for scholarships or complete scholarship applications.

- Provide each student who completes an application with an "I Applied" sticker and a "What's Next?" handout.

- Ensure each student completes the online survey at kygoestocollege.com before they leave the event location.

- Congratulate students on applying to college and remind them to share their experience with others!

Finally, remember to thank your volunteers for their time and support. Follow up with a thank-you note or letter, and encourage them to stay involved with your school or to participate in the event again next year.