

KIDS 2 COLLEGE
THE SALLIE MAE FUND



Kids2College Program Forms

Teacher / Coordinator Forms

Local Coordinator's Responsibilities

The local coordinator oversees the implementation of this early college awareness program. The program fosters long-term partnerships between elementary/middle schools and local colleges and universities through an interactive curriculum that introduces students to college life.

Responsibilities:

1. Work with the central coordinator to update and improve program materials.
2. Attend planning meetings as needed.
3. Identify local colleges and schools to participate in the program.
4. Establish and maintain contact with college liaisons, district/school personnel, and classroom teachers.
5. Organize and conduct in-service training for teachers and liaisons.
6. Distribute program and classroom materials.
 - a. Prepare materials for distribution. Coordinators must prepare materials for each lesson in order for the lesson to be presented!
 - b. Assemble speakers for a Career Panel held during Lesson Five.
7. Act as a liaison between participating colleges and middle schools.
8. Utilize the College Visit Planning Guide to help coordinate the college visit.





Campus Liaison's Responsibilities

The campus liaison acts as the participating college or university's Kids2College® representative by assuming responsibility for its implementation. The liaison works closely with the classroom teacher at the partner schools and the local coordinator.

Responsibilities:

1. Establish a working relationship with the local coordinator, whose job it is to assist in the planning and implementation of Kids2College.
2. Identify college students to volunteer and participate in the program, preferably someone from a similar economic and cultural background as the majority of the sixth grade students.
3. Attend Kids2College in-service training.
4. Make classroom presentations about postsecondary options in Lesson One and the admissions process in Lesson Three (if time permits). Make copies of handouts and distribute supplies to schools/teachers.
5. Assist with arranging the Career Panel in Lesson Five.
6. Work with other faculty, staff, and students to arrange a 3-4 hour campus visit for the sixth graders. This campus visit should include a tour, an age-appropriate hands-on activity, and lunch.
7. Arrange for transportation for the campus visit.
8. Participate in a follow-up evaluation questionnaire and feedback meetings.



Classroom Teacher's Responsibilities

The teacher acts as the participating school's representative. He/she will work closely with the campus liaison and the Kids2College® Program coordinator.

Responsibilities:

1. Attend in service training on program curriculum (approx. 1–2 hours)
2. Maintain contact with partner college liaison and/or program staff.
3. Schedule dates of sessions and campus visits in conjunction with the liaison.
4. Administer pre- and post-program surveys.
5. Distribute and collect permission slips for program participation, follow-up and campus visit.
6. Conduct all classroom lessons.
7. Remain in the classroom during presentations from college partners and/or other special guests.
8. Attend and assist with students' visit to the partner college campus.



School and District Responsibilities

The Kids2College® program is most effective when linked and supported by the students' academic learning environment. It is also important to monitor the impact of the program on the students and their parents and to get participants feedback to track and improve the Kids2College program. As a result, we ask that Kids2College participating school districts and schools commit to the following:

A. Administrative Responsibilities

1. Ensure the distribution and collection of the following Kids2College materials with the Local Coordinator:

To/From Participating Teachers:

Teacher's Edition

Pre/Post Program Surveys (see below)

To/From Students:

Student Handbook

Parent signed Kids2College Student Certificate

Parent/Student Liability Release Form*

Media Image Release Form*

* Student release forms ***must be submitted prior to arrival*** at the college campus visit.

2. Maintain regular contact with the Kids2College Local Coordinator (and/or Kids2College program office) for assistance or guidance.
3. Assist in scheduling the dates of the session(s) presented by representatives from the partner college and students' campus visits.
4. Administer pre- and post-program surveys as part of the program's evaluation and return these to the Kids2College Local Coordinator within two weeks of the final Kids2College session.
 - a. **Pre-program surveys** to be completed prior to the students' first Kids2College lesson. This will allow for information to be gathered on the students' baseline knowledge about college.
 - b. **Post-program surveys** are to be completed after the campus visit and final Kids2College classroom session.

B. Curriculum Implementation

1. All Kids2College teachers: Attend at least one in service training session on program curriculum (approx. 1–2 hours).
2. Conduct Kids2College classroom sessions except those presented by college personnel or career day visitors.
3. Remain in the classroom during all Kids2College sessions and actively participate as appropriate.

C. Campus Visit

1. Provide transportation to and from the college campus as appropriate.
2. Provide for teacher attendance during the college campus field trip with students.
3. Provide student supervision during campus tour, classroom session, and other visit related activities.
4. Provide behavior management during classroom sessions and the campus visit.

SCHOOL/DISTRICT ADMINISTRATOR NAME (PRINT)

TITLE

DATE

SCHOOL/DISTRICT ADMINISTRATOR SIGNATURE



College and University Responsibilities

The Kids2College® program is most effective when linked and supported by a specific college or university in an age appropriate manner. As a result, we ask that Kids2College participating colleges and universities commit to the following:

A. Administrative Responsibilities

1. Maintain regular contact with the Kids2College Local Coordinator (and/or Kids2College program office) for assistance or guidance.
2. Support the scheduling of the dates of the Campus Liaison's sessions with students in the classroom and the students' campus visits.

B. Curriculum Implementation

1. Provide a campus liaison for each classroom participating in the Kids2College program and campus visit.
2. All Kids2College campus liaisons will attend at least one in service training session on program curriculum (approx. 1–2 hours).
3. Campus liaisons conduct at least one Kids2College classroom session and are available to support the actual campus visit of the students.

C. Campus Visit

1. Organize and host the students' visit on campus.
2. Provide a unique and age appropriate activity for the students on campus during their visit.
3. Provide access to staff and facilities as well as support as appropriate during the student tour, classroom session, and other visit related activities.
4. Provide a meal or meal equivalent during the campus visit to students and chaperones.

COLLEGE/UNIVERSITY REPRESENTATIVE (PRINT)

TITLE

DATE

COLLEGE/UNIVERSITY REPRESENTATIVE SIGNATURE



Teacher Participation Agreement

As a Kids2College® classroom teacher, I am committed to an enriching and rewarding experience for my students. I understand and agree to the following contribution to the program and to our continued participation.

A. Administrative

1. Distribute and collect the program enrollment forms.

From Teacher:

Teacher Participation Agreement
A class roster
Curriculum Feedback Form

To/From Students:

Parent Information Letter
Parent/Student Liability Release Form*
Media Image Release Form*

*Student release forms must be submitted prior to or immediately upon arrival at the college campus visit.

2. Maintain contact with the Campus Liaison (and/or Kids2College program office) for any necessary assistance or guidance.
3. Provide schedule of dates to the Campus Liaison and Kids2College Local Coordinator, noting the lessons when partner colleges will present, the career panel will be held, and students will visit campus.
4. Administer pre- and post-program surveys as part of the program's evaluation and feedback.
 - a. **Pre-program surveys** to be completed prior to the first lesson. This will allow for actual lesson plan information and participation.
 - b. **Post-program surveys** are to be completed after the campus visit. The surveys can be administered as part of a closing discussion on planning and preparing for college.

B. Curriculum

1. **New/first time Kids2College teachers:** Attend in-service training session on program curriculum (approx. 1–2 hours)
2. Conduct all lessons.
3. Remain in the classroom during lessons facilitated by partner college representative(s).

C. Campus Visit

1. Attend college campus field trip with students.
2. Provide student supervision during campus tour, classroom session, and other visit related activities.
3. Provide behavior management during the campus visit and its related activities.

TEACHER'S NAME (PRINT)

SCHOOL

DATE

TEACHER'S SIGNATURE