



FACILITATOR IMPLEMENTATION GUIDE

How to best use the resources in this packet:

The handouts and resources in this packet are designed as a way for students to keep track of their college or post-secondary application process to make sure they are meeting deadlines and getting access to the best opportunities available to them. We recommend setting aside one day a month either as an after school club activity, or during class-time to give students the chance to complete their checklist. The items included have been made to help each part of the college application process be as simple as possible. The resources are made to be student-led with only minimal facilitation needed. Below you will find a suggested timeline for each activity.

Month	Suggested Activity
September	Pre-Application Information and Letters of Recommendation Template
October	Apply to FAFSA and ACT
November	Begin crafting essays
December	Complete College Scouting and apply
January	Scholarship applications
February	Scholarship applications
March	Wrap up any outstanding tasks



PRE-APPLICATION INFORMATION

Use the table below to gather information that you need to complete your college applications:

Pre-Application Information	
GPA - cumulative unweighted	
Class Rank	
ACT/SAT Score Overall and broken down by sections	
Social Security Number	
Full Address Including county	
Create FSA ID at https://studentaid.gov/fsa-id/create-account/launch You will need your Social Security Number and email address/phone number	

The following items are important to have around when applying for colleges/universities:

- Transcript
- Immunization Records
- Tribal ID Card
- Individual Taxpayer Identification Number (ITIN) *if applicable



LETTER OF RECOMMENDATION TEMPLATE FOR STUDENTS

Basic Information

This is your basic information.

Requirement	My answer
Name	
Address	
Preferred pronouns	
GPA	

Involvement

This is your list to distinguish yourself from other people. Be thorough and detailed.

Requirement	My answer
Clubs	
Sports	
Other extracurriculars	
Community involvement (church, organizations, etc.)	

Jobs I have worked	
Other volunteering opportunities	
Awards received	
Obstacles I have overcome	

Specifics for this letter

Targeting the audience of this letter

Requirement	My answer
What is this letter for? A scholarship, application, etc?	
Where is this letter going? (College/Organization name)	
My goals and aspirations - what do you hope to achieve?	

Checklist for Letter Writer

Please make sure your completed letter includes:

- Student's name
- Student's GPA

At least two of the following:

- Clubs
- Sports
- Extracurriculars
- Community involvement
- Jobs
- Volunteering opportunities

Include one of the following, if applicable:

- Obstacles student has overcome
- Award(s) student has received

Other considerations to include in your letter of recommendation:

- The character of the student
- The student's goals and aspirations
- The student's work ethic
- Acts of observed leadership



FAFSA

What is the FAFSA?

- Free Application for Federal Student Aid
- This is an online application for students to receive student aid for college or career schools.
- You will answer a series of questions to determine eligibility for federal and state aid.
- Fill out the application every year you plan to attend college, career school, or trade school.

Why is the FAFSA important?

- Colleges and trade schools use the FAFSA form to calculate student aid.
- Federal and State Departments of Education use the FAFSA to determine eligibility for:
 - Grants
 - Scholarships
 - Work Study
 - Student Loans

Filling Out the FAFSA

- Spouses and step-parents may need to participate as contributors.
- Federal tax information is transferred directly from the IRS.
 - Consent is required
- All contributors need their own FSA IDs.
 - Students, spouses, parents, etc.
- Can add up to 20 colleges or trade schools on the FAFSA
- Pay attention to deadlines.

What is a Contributor?

- Anyone who is required to provide information, consent, approval, and a signature on the FAFSA form.
- Their Federal tax information is transferred from the IRS to the FAFSA.
- A Contributor can be:
 - Student
 - Student's spouse
 - Biological or adoptive parents
 - Step-parent
- Contributors are not always financially responsible to pay for school costs.

FSA ID

The FSA ID is the username and password that allows parents and students to identify themselves electronically to access U.S. Department of Education systems, including the FAFSA. Each student and parent will create their own FSA ID.

- <https://studentaid.gov/fsa-id/create-account/launch>
- You will need your Social Security Number and email address/phone number

Filling Out the FAFSA

Documents Needed to Fill Out the FAFSA:
FSA ID
Social Security Number (parent(s) and student)
Alien Registration number (if not U.S. citizen)
Driver's License Number
List of Assets
List of all schools interested in attending

Tips:

- Create an FSA ID prior to filling out the FAFSA. It can take up to 3 days to receive your login information. <https://studentaid.gov/fsa-id/create-account/launch>
- FAFSA will access your federal tax information using the IRS Data Retrieval Tool in the application process.
- Assets represent how much is in your checking and savings accounts, stocks, and bonds.
- A college or tech school must be listed on the FAFSA to access your information. You can always add a school after applying.
- Visit: www.studentaid.gov for more information.



ACT FAQs

What is needed to sign up for the ACT?

To sign up for the ACT go to my.act.org and log in to your account. Click Register for the ACT and follow the prompts. The website will offer you the next available test registration date.

What is a fee waiver?

Students who meet one of the following requirements can take the ACT at no cost:

Enrolled in the federal free or reduced lunch program

Lives in a foster home, is a ward of the state, or unhoused

Family gets low-income public assistance

What is included in the fee waiver?

Also included is free access to the Official ACT Self-Paced Course for one year, and the ability to add a TIR (Test Information Release) to your score report so that you can see the questions you got correct and incorrect.

How many times should I take the ACT?

ACT limits the number of times you can take the test to 12. ACT will take your highest section scores from each time you test so there is no risk in taking the ACT multiple times.

How can I prepare for the ACT?

Find out if your school offers an ACT test prep class. If not, look at local libraries to see if ACT workshops are offered. Libraries often have ACT test prep books that can be checked out. Spend 10-20 minutes several times a week practicing questions from a test prep book or look for free sources online.

What does it mean to apply test-optional?

Applying test-optional means colleges will allow students to apply without submitting their ACT scores.

Should I always include my ACT score when I apply to college?

Based on how well you perform, you can decide to submit your scores or not. If you apply without submitting a score but later increase your ACT score, you are able to send the new score to the college admissions office. A benefit of including your ACT score could mean scholarships that the college offers.



ESSAY: DISCUSS AN ISSUE OF IMPORTANCE

During the last _____ years, I have devoted a significant amount of time to _____, an issue that is often _____ because _____.

In my quest to _____, I faced many obstacles of my own such as _____. But after _____, I realized that I could _____ and _____.

One reason why this issue is so _____ is that _____. Most people do not realize that _____. Moreover, those who find themselves _____ do not have _____ and _____ people who/a society that is _____ has little chance to _____.

In this difficult _____, I realized there were many _____ who needed my _____. By _____, I helped _____ to _____.

Finally, in _____, I reached a turning point when I _____ with _____ at _____. At this time, I had the opportunity to _____. I helped with _____ and _____. I realized that in order to _____, I had to _____ and _____.

I started by _____ and _____ which had the affect of _____ and _____. Since this time in _____, I /we have accomplished/managed to/seen _____. Many problems remain, such as _____ and _____.

But with _____ in mind, I know/our organization is prepared to/our society can _____. My interest in _____ has taught me that I am _____, that my group is _____, and that society/our culture is _____. In the future, I would like to continue _____ for the sake of _____ and hope to incorporate _____ into my time

at _____.





ESSAY: DESCRIBE AN INFLUENTIAL PERSON

The person who has had the biggest influence in my life is _____ . Because _____ was _____ he/she taught me _____ but also much about _____. I have been close to _____ ever since I was _____ years old and we _____. I feel a debt of gratitude to _____ for always being there for me through _____ . _____ has always been my role model. I have long admired his/her success in _____ , _____ , _____ , and the way he/she _____ . My goal in life is to be just like him/her, to get the most I can out of life. Because of _____ strong influence, I find _____ fascinating. I am always impressed that he/she started _____ at my age and rose to be _____ in just a few years. _____ has supported my interest in _____ and was very proud of me when I _____. I also admire _____ devotion to _____. This was _____ and quickly became _____. This endeavor took up his/her life for _____ until he/she _____ in _____. Since then, _____ has _____ in part because of _____ efforts. _____ accomplishments have meant _____ me. _____ has been _____ in my life, showing me that _____ and _____. I hope to inherit his/her virtues and _____ in order to make him/her proud.



ESSAY: DISCUSS AN ACTIVITY OUTSIDE THE CLASSROOM

_____ has been a crucial part of my life ever since _____. Back in _____ when I started _____ I never imagined that _____ used to encourage me/cheer me on/drive me back and forth as I practiced/continued to _____. During this time I met _____, learned _____, and became better at _____.

The best part of _____ is _____ because _____.

Doing _____ means _____. The _____ team/group/club/organization introduced me to _____. For most of my peers in _____, the goal was _____. But for me, my main objective was _____. I will never forget the time when I/we _____. This team/organization gave me the opportunity to _____ and learn _____, which has benefited me in _____.

In addition to the fun/competitor/other, _____ has confronted me with many challenges. I am not naturally a good _____. I am not _____, _____, or _____. However, I discovered that in order to excel at _____, I needed to _____. As a result, I am known on my team/organization as _____. Each day, I become stronger at _____ and _____. Whether I continue _____ or not, I know that I have already built strong _____ and skills in _____. My experiences with _____ have taught me lessons that I can apply beyond _____, and I will always have _____ for years to come.



Use the following link to narrow down and explore colleges and universities in the state of Oklahoma: <http://k20.ou.edu/okcolleges>

Researching the school I am interested in:

1. Name of the college/university _____
2. In what city is the college/university located? _____
3. Is it a public or private college/university? Check all that apply.

<input type="checkbox"/> Public	<input type="checkbox"/> Private
<input type="checkbox"/> 2-Year	<input type="checkbox"/> 4-Year
<input type="checkbox"/> Liberal Arts	<input type="checkbox"/> Research
<input type="checkbox"/> Regional	<input type="checkbox"/> Minority-Serving Institution
4. Is the program I am interested in offered? Yes No
5. What types of degrees are offered by the school?

<input type="checkbox"/> Certificate	<input type="checkbox"/> Associate
<input type="checkbox"/> Bachelor's	
6. What is the minimum GPA score for **freshman admission** at this school? _____
7. Is there an application fee? Yes No
8. If the school requires a transcript, have I sent it?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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9. When you go to college, you can often live on campus. Does the college/university offer on-campus housing (residence halls, dorms, etc.)?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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SCHOLARSHIP RESOURCES

Below is a list of resources for finding scholarships:

- **Oklahoma City Community Foundation** - <https://occf.org/scholarships/> Database opens on December 1st for the next academic year. To apply you must create an account and choose from the list of scholarships. Be mindful of deadlines. Many require a teacher recommendation so have the teacher's email address and be mindful of how much time the teacher will need to complete the recommendation.
- **Going Merry** - <https://www.goingmerry.com/> To apply you must create an account and choose from the list of scholarships. Be mindful of deadlines. Each scholarship has its own set of requirements.
- **Fastweb** - <https://www.fastweb.com/> To apply you must create an account and choose from the list of scholarships. Be mindful of deadlines. Each scholarship has its own set of requirements.

List scholarships you've applied for below. You need to complete at least three applications.

Scholarship Name	Scholarship Deadline	Scholarship Amount