

Sample Host Site Registration Form

*The following questions can be built into an online sign-up form via Google Form, Survey Monkey, etc. This form is intended as an official registration form for high schools or partner/community organizations to commit as host sites. Questions can be revised to fit the data requests of each state. Additionally, ACAC has a national host site registration form available on its website. State coordinators will be notified of any registrations that are submitted. States are welcome to promote the national registration process as their state campaign registration process, if you prefer.*

Thank you for your interest in joining [STATE’s CAMPAIGN NAME]. By completing this form, you are registering your high school ororganization as an official [STATE CAMPAIGN NAME] host site.

Expectations:

* High school sites are required to set aside designated space and time during the school day for graduating seniors to complete college applications. Community-based organizations or other site types are required to set aside designated space and time during regular operating hours to assist graduating seniors or recent high school graduates in completing college applications.
* Host sites are expected to provide technology to complete applications online.
* Host sites are expected to encourage students to research different colleges and universities in order to find the best match and fit for them, including a local option, prior to [STATE CAMPAIGN NAME].

Please complete this form by [DATE].

Q1. High school or organization name: (required):

Q2. Host site coordinator name (required):

Q3. Host site coordinator title (required):

Q4. Host site coordinator email (required):

Q5. Host site coordinator phone number (required):

Q6. Host site mailing address:

Q7. City:

Q8. Zip:

Q9. Number of years participating in [STATE CAMPAIGN NAME]:

*[State Coordinators – consider using questions 10-13 to better understand the schools and populations that will be served by your college application campaign]*

Please provide the following data to the best of your ability. [If applicable, provide links to where data can be found]

For high school sites:

Q10. Anticipated size of senior class 2024:

Q11. Expected 2024 graduation rate:

Q12. Average Free and Reduced Lunch Rate – School Building (as a percentage):

Q13. College Enrollment Rate (percentage) – Class of 2023:

For Partner/Community host sites:

Q14. Anticipated number of students (current or returning post high school graduation) to be served:

Q15: Expected high school graduation years of students to be served (choose all that apply):   
- 2024  
- 2023  
- 2022  
- 2021  
- earlier than 2021

Q16. I understand as a host site we will need to provide a location with computer and internet access during event operation hours.

* Yes
* No

Q17. *[Option A]* I understand I will be required to recruit enough volunteers to assist students during the designated application times.

* Yes
* No

Q17. *[Option B]* I am in need of assistance in recruiting volunteers to assist students during the designated application times.

* Yes
* No

Q18. I understand I will need to track and share specific aggregate data about the number of participating students and the number of applications submitted during our event with [STATE CAMPAIGN AGENCY] by [DATE].

* Yes
* No