

How to Guide: Host Site List - Template

Host Site List Template: https://equityinlearning.act.org/wp-content/uploads/2022/11/Host_site_list_template_2024.xlsx

This template is designed to help you gather and organize essential details about each host site within your state. It is crucial that you use this template for consistency and accuracy in reporting.

Here's how you should utilize the template:

- **Populate Information:** Fill out the template with information about each host site in your state. Include details such as the site name, location, contact person, contact information, and any relevant accessibility information.
- **Provide Accurate Details:** Ensure that all information entered into the template is accurate and up-to-date. Double-check contact information and site addresses to avoid any discrepancies.
- **Complete all Fields:** Fill out all the required fields in the template. If there are any additional details or specific requirements for a particular host site, please include them in the designated columns.
 - **CEEB Code (College Entrance Examination Board)** is a unique identification number assigned to high schools, colleges, and universities by the College Board. Students use these codes at different points in the college application process to identify different institutions, including their high school. Including the CEEB code in your host site list is a way to ensure data is matching to the correct high school. <https://blog.collegeboard.org/how-look-ceedb-codes>
- **Submit to ACAC:** Once you have completed the template for all host sites in your state, please submit the filled-out document to ACAC. You can do this by sending the completed Excel file via email to lisa.king@act.org or uploading through the annual state coordinator survey (available Dec/Jan).
- **Update as Needed:** It's important to keep the host site list updated regularly. If there are any changes or additions to the host sites in your state, please revise the template accordingly and resubmit it to ACAC.

By using this standardized template, we aim to streamline the process of collecting and managing information about host sites, ultimately enhancing the efficiency and effectiveness of the ACAC program.

If you have any questions or need further assistance with completing the template, please don't hesitate to reach out to us. We're here to support you every step of the way.