



BOYS & GIRLS CLUBS

DIPLOMAS TO DEGREES TEEN GUIDE

THIS BELONGS TO:

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DEGREES



Welcome

Welcome to Diplomas to Degrees! This postsecondary-readiness program was designed just for you – to help you make decisions about, and prepare for your next steps after high school graduation.

By participating in Diplomas to Degrees, you will have a chance to:

- Explore interests, along with potential careers and postsecondary options that could be a good fit for you
- Plan and prepare to enter a postsecondary institution after graduating high school
- Develop important skills (e.g., communication, collaboration, critical thinking, decision making and perseverance) for your future

Whether your next step is attending a two-, or four-year college or university, community college, vocational/technical school or U.S. military college, Diplomas to Degrees will help you explore your options as you prepare for your future.

This Teen Guide is yours to keep. Write your name on it, take notes and make it your own! Inside you will find handouts from some of the Diplomas to Degrees sessions, as well as useful information and tools to help you plan and prepare for your postsecondary education journey.

We hope this program helps you plan for your future, and that you enjoy your experience along the way!

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Module 1: Session 5

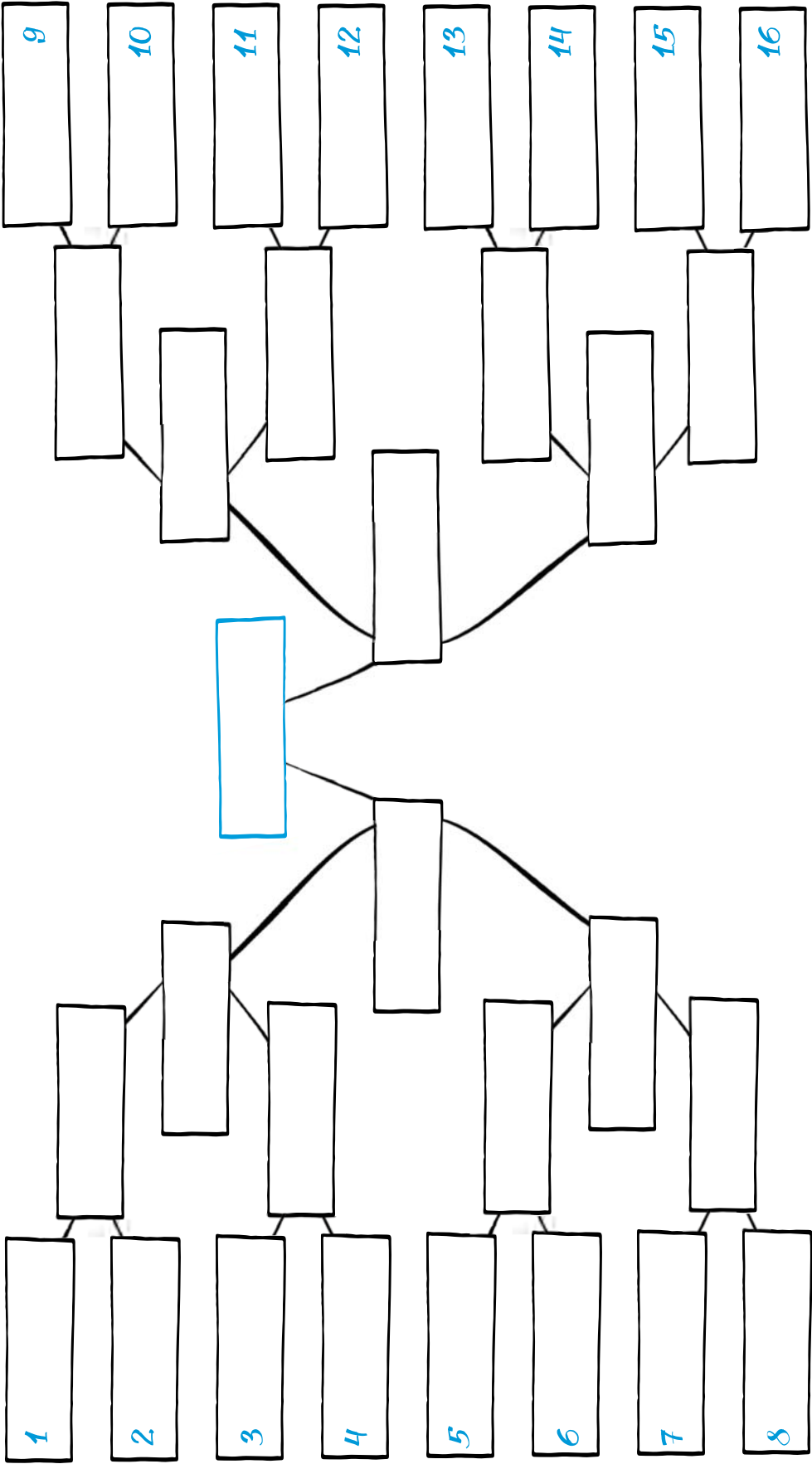
PASSION MATCH MADNESS WORKSHEET

Instructions: These statements may seem hard to answer at first, but thinking about your answers honestly will help you identify realistic ways to live out your passions. When thinking about college and career, it's important to identify your interests and passions. Start by answering these questions.

- 1 When I was in elementary school, I wanted to be a/an _____
- 2 If I had a month off of school, I would spend time _____
- 3 If I could teach people about one thing, it would be _____
- 4 Most of the books, magazines or websites I read are about _____
- 5 I don't mind waking up early if it's so that I can _____
- 6 If I were to make a movie, it would be about _____
- 7 If I won first place in something, it would be for _____
- 8 My friends always ask my advice about _____
- 9 If money or school didn't matter, I would spend my time _____
- 10 If I knew I would not fail, I would try _____
- 11 I wonder if I could be a _____
- 12 My teachers or family would say I am good at _____
- 13 I am a natural at _____
- 14 I feel the most alive and happy when I am _____
- 15 I lose track of time whenever I am _____
- 16 Never in a million years would I give up being able to _____

Module 1: Session 5 MATCH MADNESS BRACKET WORKSHEET

Instructions: Write your answers from Passion Match Madness in the boxes below. Imagine the two interests/passions in the same bracket playing against each other and decide which one wins. Advance the winning interests/passions to the next round and continue until you have a winner.



Module 1: Session 6

CAREER CLUSTERS EXPLANATION

Minnesota Career Fields, Clusters & Pathways Chart Explanation



Minnesota Programs of Study

The Minnesota Career Fields, Clusters & Pathways chart, on the reverse side, graphically depicts the organizing framework of the foundation knowledge and skills, career fields, career clusters, and career pathways that Minnesota will use for developing programs of study in career and technical education. Once developed, learners at various levels (high school, collegiate, or workforce training level) will then be able to choose from several individual programs within a program of study in order to attain the specific knowledge, skills and abilities needed to pursue a career of their choice.

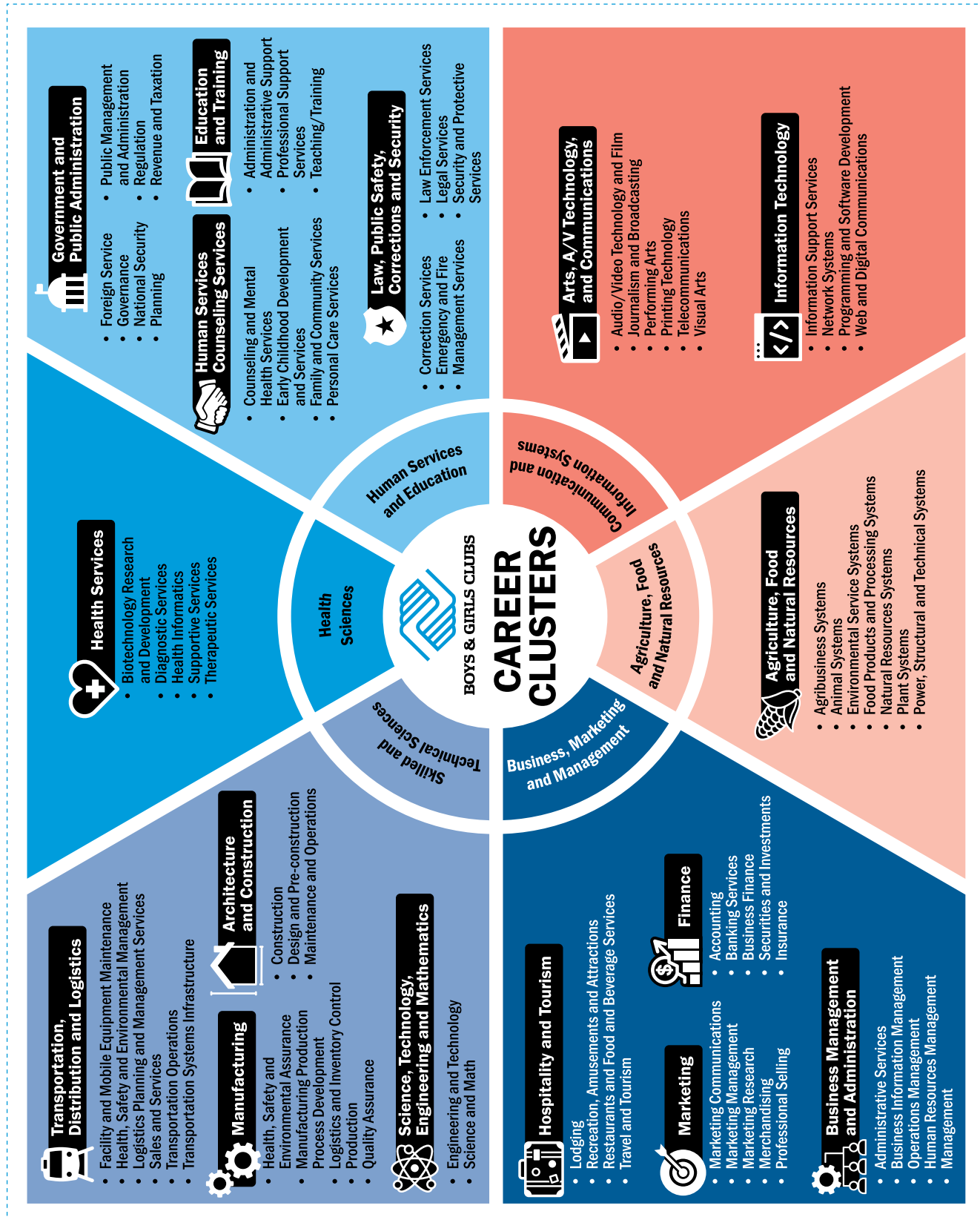
Programs of study are sets of aligned programs and curricula that begin at the high school level and continue through college and university certificate, diploma and degree programs. The following are some of the key elements that underlie the definition:

- ~ Competency based curricula tied to industry expectations and skill standards;
- ~ Sequential course offerings that provide strategic entry and exit points as needed throughout a lifetime - this leads to manageable "stepping stones" of skill building, high school graduation and postsecondary education completion;
- ~ Flexible course and program formats convenient for learner segments;
- ~ Course portability for seamless progression;
- ~ Multiple entry and exit points to support continuing education, returning adults, and dislocated workers;
- ~ Connections between high school and postsecondary education, skill progression, and career opportunities that align academic credentials with job advancement in high-skill, high-wage or high-demand occupations.

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Module 1: Session 6

CAREER FIELDS, CLUSTERS AND PATHWAYS



Module 1: Session 6

EXPLORING MY CAREER OPTIONS CHART

Instructions: Fill in your winning passion from the Match Madness Bracket in the blank below. Using the results of your CareerWise Career Cluster Survey: <https://careerwise.minnstate.edu/careers/clusterAssessment>, complete the chart below with information about possible career clusters and careers you might be interested in.

My Passion Is:



Name of Career Cluster	Interesting Careers Within Cluster	Jobs that May Connect With My Passion	Education Level Required	Type of Degree

Module 1: Session 7**POSTSECONDARY OPTIONS
COMPARISON WORKSHEET**

Instructions: Search the internet for information about your assigned type of postsecondary education, noting what you see as the pros and cons of that pathway to share with the larger group.

Option	Details	Pros	Cons
Community College	<ul style="list-style-type: none"> • Run by your city or county • Associate's degree after two years • Training for immediate job entry • Preparation for students to transfer to a four-year college 		
Trade, Technical or Vocational School	<ul style="list-style-type: none"> • Courses in a specific field • Offers a variety of options, including two-year associate's degree, license or certificate in a specific skill 		
Four-year University	<ul style="list-style-type: none"> • Comprehensive education • Offers a bachelor's degree in a specific area of study • Provides experience for more advanced studies and professional work (e.g., four-year degree before PHD, etc.) 		
Online College	<ul style="list-style-type: none"> • Wide selection of schools and degrees to choose from • Offers a range of degrees such as two-year, four-year or certificates • Interacts with instructors virtually through email, live chat or phone 		
Gap Year	<ul style="list-style-type: none"> • Explore personal interests before starting college • Increase self-awareness • Usually students get into college and defer acceptance for up to a year 		

POSTSECONDARY OPTIONS COMPARISON WORKSHEET, CONT.

<p>Apprenticeship</p>	<ul style="list-style-type: none"> • Learn specific skills while on the job • Work alongside staff to learn what is involved in a specific career • Practical experience to help gain skills needed for a career • Available to youth 16 and older 		
<p>Job Corps</p>	<ul style="list-style-type: none"> • Learn industry-related technical and academic skills for specific careers • Develop a personal career development plan • Help finding jobs, housing and transportation, and are connected to different resources 		
<p>U.S. Military Colleges</p>	<ul style="list-style-type: none"> • Earn a degree while getting military training • Scholarships available in exchange for service • Military job after graduation 		

The career/industry I am most interested in right now is

For this career/industry, which education option feels right for me and will give me the type of degree I need?

What makes me think this?

Another type of postsecondary option that could work for me is:

What makes me think this other option might work?

Tips and Tools

CHECKLIST: MAKING THE MOST OF A COLLEGE FAIR

Going to college fairs gives you the opportunity to meet representatives from multiple types of schools at one time. You can find out about schools you never knew about, ask questions about the schools you are interested in, and find out important information about their admissions process. If you have a chance to go to a college fair, here are some tips to help you make the most out of your time there.

Before the College Fair

- Take a pen and a small notebook.
- Take a bag to carry the brochures you pick up.
- Print out some address labels with your name, address, phone number, email address, high school and year of graduation. Preparing ahead lets you spend time at the college tables asking questions, not filling out contact cards.
- Write your most important questions down in advance so you don't forget them.
- Check the schedule to see if any information sessions, such as financial aid, are being offered.

At the College Fair

- Check out the floor plan and find the tables for your top colleges.
- Jot down notes about a college right after you visit their table while your memory is fresh.
- Pick up the business cards of any representatives you talk to so you can contact them if you have follow-up questions.

After the College Fair

- Go through the materials and your notes within one week of the fair. You'll remember more about your conversations with college representatives while the memories are still fresh.
- Follow up with any college that interests you by contacting the admissions office to ask more questions, and, if possible plan a visit to campus.

TIPSHEET: 20 QUESTIONS TO ASK COLLEGE REPRESENTATIVES

Whether you meet them at a college fair or on a campus visit, college reps genuinely enjoy talking to high school students and answering questions about their college. Use the following questions to start a dialogue:

1. What makes your college unique?
2. What academic programs is your college most known for?
3. How would you describe the kids who go there? Where do most of them come from?
4. Where do kids hang out on campus?
5. What happens on weekends? Are there things to do on campus or in town, or do most students go home?
6. Are fraternities and sororities a big part of campus life?
7. What are the housing options for freshmen?
8. Do many students live off campus?
9. Is there a sports complex or fitness center?
10. What are the most popular clubs and activities?
11. What's the security like on campus?
12. What's the surrounding area like? Is it easy to get around?
13. What are the most popular majors?
14. How would you describe the academic pressure and workload?
15. What support services are available (e.g., academic advisers, tutors, etc.)?
16. Do I need to bring my own computer?
17. What's the faculty like? How accessible are they outside of class?
18. Are there opportunities for internships?
19. Is there job placement help for graduates?
20. Are there any upcoming changes that I should know about?

Tips and Tools

TAKE A VIRTUAL CAMPUS TOUR

Visiting college websites can give you a good picture of life on campus. Here are some tips for virtual campus visits.

1. **Browse the campus newspaper online.** You'll get a feel for campus life, student concerns, and the caliber of student thinking and writing.
2. **Check out clubs.** Are you politically involved? Interested in community service? A naturalist? Clubs come in all shapes and sizes. Look for "Student Life" links to find out if there are campus clubs you want to join.
3. **Look at academic support.** Colleges offer a wide range of support services, which can include everything from drop-in writing assistance and peer tutoring to time management mini-courses. Look for a section called "Student Services" or refer to the site map.
4. **Check out the library.** Use the "Libraries" link to learn how large the book collection is, to try out the online catalog and to find out what electronic databases the library subscribes to. You can also learn how the library teaches new students about its services.
5. **Review housing options.** You might be surprised at the many varieties of on-campus housing. You'll find group houses, dorm rooms that are more like apartments (with kitchens and bathrooms), and even lower-cost co-ops where students work together to prepare meals and perform other housework. For first-year options, look for a "Housing" link under "Admissions" or "Prospective Students."
6. **Check up on student health services.** You'll be charged a student health fee when you register for classes, so why not find out what medical and counseling services are included? Look for a "Student Health Services" link on the home page.
7. **Log into computing services.** Does the campus have wireless internet access? Can you buy a discounted computer through the college? What technology support services does the college offer? Look for an "Information Technology" link on the home page.
8. **Grab a tray.** While some campuses offer only college-run cafeterias, others rent space to private businesses selling everything from pizza to garden burgers. A link to "Dining Services" gives you a taste of what's available.
9. **Root for the home team.** Care for a tennis match? A yoga class? Or maybe you're more comfortable cheering in the stands. Click on "Athletics" for intramural and recreational sports, fitness equipment, classes and varsity season calendars.
10. **Browse a course catalog.** Basic course information is often found online in a PDF document under "Academics." Catalogs spell out the requirements for each major and include short descriptions of all courses, as well as frequently offered electives.
11. **Visit a department.** To get a feel for your college workload and a department's culture, look under "Academic Departments." You'll often find a syllabus outlining course objectives, as well as the professor's expectations for each major. You can also usually find information about faculty members' teaching and research interests.

Module 1: Session 8

THE RIGHT FIT FOR ME WORKSHEET

Instructions: Fill in the blanks next to each school characteristic with the information you identified as a priority for your school choice. Use the questions below each characteristic as a guide.

Based on the things I want, the schools that are the best fit for me look like:

Type of School

What types of schools offer the degree or certificate that I want?

- Two-year or four-year college?
- Private or public college?
- Vocational/technical school?
- Military college?

Location

- How close do I want to be to home?
- What opportunities are available if I look a little farther away from home?
- Do I want to stick to a setting I'm used to, or try something new?

Campus Setting

- Do I want to be on a larger campus with a lot of students, or a smaller one?
- Do I want to be at a school where most students live on campus?
- Do I want to live in the dorms? Are freshman required to live in the dorms?
- Do I want to go to a school where sports are a big deal?

Majors Offered

- What types of classes interest me? What do I like to learn about?
- Do I want to take classes in different subjects, or just focus in one area?
- What do I want to do after college, and what majors can get me there?
- Do I like small group discussions, or large lectures?
- Do I want to choose most of my classes myself, or do I need more structure?

Learning Environment

- Am I looking for a balance between studying and my social life?
- Do I want/need weekend or night classes?

Module 1: Session 9

SCHOOL COMPARISON CHART

Instructions: Use this chart as a guide when you are doing research on your school choices. Start by searching the school website for information in the following areas:

School Name	Degree/ Credentials Offered	Admission Test Requirements	Admission GPA Requirements	Cost	Location
-------------	-----------------------------------	--------------------------------	-------------------------------	------	----------

? **Reach Schools** ?

1.					
2.					
3.					

↙ **Target Schools** ↘

1.					
2.					
3.					
4.					
5.					

Safe Schools

1.					
2.					
3.					



Module 2: Session 1

CHECKLIST: GRADE LEVEL PLANNING

- GRADE 9**
- Meet with your guidance counselor to learn what classes meet state graduation requirements
 - Create a class schedule that meets both graduation and college entrance requirements
 - Talk with parents about academic strengths and weaknesses. Explore tutoring options to improve weak areas.
 - Enroll in an honors course in best subjects
 - Look for summer jobs that will add to your leadership abilities
 - Talk to adults about your future plans
 - Begin collecting materials for college-related topics
 - Identify interests and dislikes and begin thinking about potential careers related to your likes
 - Get familiar with the PSAT
 - Create a summer reading list

- GRADE 10**
- Review your academic plan to make sure you are on track with college entrance requirements
 - Take the PSAT
 - Attend a college fair
 - Take a college tour
 - Set up a separate email account for all college-related emails
 - Look into free courses at local community colleges that might give you credit
 - Create a summer reading list
 - Request a pre-candidate questionnaire if interested in attending a U.S. military college
 - Research financial aid and how to obtain it
 - Volunteer or participate in school activities
 - Talk to a guidance counselor about your plans after high school

- GRADE 11**
- List your abilities, skills, preferences and qualities
 - Explore college options
 - Make a portfolio or file to keep all of your research, testing and application data organized
 - Estimate your financial aid need
 - Begin searching for scholarships and financial aid
 - Meet with a guidance counselor about ways to improve your preparation and selection processes
 - Explore Advanced Placement (AP) class options
 - Develop a list of 15-20 colleges that interest you
 - Take the SAT
 - Gather documents for financial aid
 - Attend a college fair
 - Take a campus tour
 - Learn entrance requirements for interest schools
 - Take an SAT practice exam
 - Create a summer reading list
 - Make a draft of your personal essay

- GRADE 12**
- Narrow your list of colleges to 5-10
 - Create a master calendar that includes test dates, registration deadlines, application due dates, financial aid deadlines, etc.
 - Ask your guidance counselor to request fee waivers for application and test fees
 - Take entrance exams (i.e., SAT/ACT) again
 - Complete FAFSA for financial aid
 - Ask for letters of recommendation
 - Complete at least one application by Thanksgiving
 - Ask your guidance counselor to send transcripts to schools
 - Visit final schools before making a decision
 - Inform every college of your decision to accept or reject their offer
 - Accept your financial aid award
 - Send your deposit to the ONE school that you decide to attend

Module 2: Session 2

WHO'S ON MY SUPPORT TEAM?

Instructions: Consider people who can help you plan and prepare for college. Think about the following questions:

- In what ways do they currently help or support me?
- How do they offer encouragement, motivation and support?
- How do they help me know what to expect in college?
- How do they help me identify interests, passions and related careers?
- How do they help me stay on track to become college-ready?
- How do they give me hands-on experience in areas that interest me?

People who can help me	What they do now to support me	How they can help me with planning

Module 2: Session 3

MY APPLICANT PROFILE WORKSHEET

Instructions: Fill in the information about yourself and compare it to the basic admissions requirements for the three schools you are most interested in.

	Me	School 1	School 2	School 3
Name				
GPA				
SAT Score				
ACT Score				
Class Rank				
Extracurricular Activities				
Other Factors				

Module 2: Session 3

WHAT SCHOOLS LOOK FOR IN APPLICATIONS

1. A challenging high school curriculum

Academically successful students should take at least five core courses every semester. Include AP, IB and honors classes if you believe you can get good grades in them. Most colleges recalculate GPA based only on core subjects (e.g., English, math, science and social science, foreign language).

2. Grades that represent strong effort

Slightly lower grades in a challenging class are preferred to all A's in easier classes.

3. Solid scores on the SAT or ACT

Consistent with high school grades: High test scores alone do not compensate for low grades.

4. Passionate involvement in a few activities, demonstrating leadership, initiative, impact and focus

Showing a committed involvement to a few meaningful experiences is more important than lightly participating in several different activities.

5. Meaningful use of your free time

Out-of-school experiences could include summer activities, work and hobbies that reflect responsibility, dedication and areas of interest.

6. Special talents or experiences that will contribute to an interesting student body

A student who goes the extra mile to develop a special talent in sports, research, writing, the arts or anything else will gain an edge.

7. A well-written essay that provides insight into your personality, values and goals

Your essay should be thoughtful and highly personal. This is your chance to tell your story!

8. Strong letters of recommendation

Get letters of recommendation from teachers and your counselor with evidence of your curiosity, special skills and positive character traits.

9. Demonstrated enthusiasm for attending the university

You show this with every campus visit and interview, and through ongoing contact with the admission office. Early in your college-planning process, schedule a campus visit, including an information session, tour and interview if available. Stay in touch with an admission representative and attend local presentations too.

10. Demonstrated intellectual curiosity

Reading, school and extracurricular pursuits, summer activities, and so much more show admission counselors that you are eager to learn.

*Adapted from Collegexpress.com: What do college admission counselors look for in college applications?

Module 2: Session 3

MY ACTION PLAN

Instructions: Based on your applicant profile, what specific actions do you want to take in order to stand out as an applicant?

Action Item #1

What I will do

When I will do it by

This will help me get into my selected schools because

Action Item #2

What I will do

When I will do it by

This will help me get into my selected schools because



Module 2: Session 4

HOW DOES FINANCIAL AID WORK?

Financial aid is intended to help families pay for the cost of postsecondary education. Most full-time students receive some type of financial aid. Here are some options:

Scholarships

Scholarships are typically merit-based money that does not have to be repaid – find them and apply to as many as you can.

Organizations give scholarships to students for many reasons – grades, community service work, extracurricular activities, athletics, arts, achievements, special causes, etc. Getting involved in activities and doing well in school can pay off later by making you eligible for scholarship opportunities. There is A LOT of money available through scholarships! The key is to start searching for them early so you have time to apply for several of them.

Grants

Grants are typically need-based money that does not have to be repaid – check out grant-aid money for special circumstances.

Grants are available from the federal government, state governments, postsecondary institutions or private organizations. For example, if you are the first person in your family to attend college, you may be eligible for a grant to help pay for your education.

Loans

Student loans are money you borrow at a low-interest rate to help fund your education and repay later.

If scholarships and grants are not enough to cover all of the costs for school, some students take out loans to fill the gap. Loans can come from the federal government or private banks to cover the cost, but they have to be repaid after you graduate from your postsecondary institution.

Work Study

Work study programs help students earn money for their education during school.

Through a special work-study program sponsored by the U.S. government, students can work part time in exchange for money to help pay for school.

See what kind of federal financial aid you qualify for by completing the Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov.

Module 2: Session 4

TIPS FOR ACCESSING SCHOLARSHIPS

Many students apply for national scholarships, but there are many local scholarships available through businesses and organizations in your community that are interested in acknowledging local students through sponsoring scholarships, prizes or awards.

There are several advantages for students seeking out these awards. As part of a smaller pool, you'll face less competition than when applying for national scholarships and may find it easier to ask questions or track the status of your applications.

This doesn't mean that you should ignore national scholarships, but in general, the smaller the geographical area, the better the chances of winning. Here are some tips to help you find the scholarships that are earmarked for graduates.

Preparing for Local Scholarships

- Start the process early so you'll have time to research and apply. Start looking in your junior year – many scholarship deadlines are in the fall.
- Take the PSAT/NMSQT® in your junior year. Many National Merit Scholarships are determined by junior year PSAT/NMSQT scores and some private scholarship programs require students to take it. Other College Board scholarship partners – the American Indian Graduate Center, the Asian and Pacific Islander American Scholarship Fund, the Hispanic Scholarship Fund, the Jack Kent Cooke Foundation and the United Negro College Fund – also use the PSAT/NMSQT and the PSAT 10 to identify scholarship recipients.
- Fill out the FAFSA, which is a requirement for nearly all scholarships.
- Keep a list of your interests or draft a brief autobiography, including your activities and accomplishments. While some scholarships are solely based on academic achievement and financial need, others are based on ethnicity, club membership, athletic ability, community service, hobbies or interests, and future goals and plans. Having these elements on paper helps identify what scholarships might be a good fit.
- If you win a scholarship – especially if it's local – it's important to thank the donors with a personal note. Let the committee know of your successes in school. Maintaining this kind of contact helps donors know their funds were put to good use and encourages them to look favorably on future applicants from your Club or school.

Finding Local Scholarships

- Start with state or local agencies. These may offer scholarships to students who choose a public university, or show an interest in government or public sector careers.
- Almost every state has a scholarship program for residents – usually limited to students who attend in-state colleges. For example, the State of Florida offers Bright Futures scholarships to academically qualified Floridians who decide to attend in-state colleges and universities.
- The internet is a great place to search. The College Board Scholarship Search includes state scholarships. Other sites include Scholarships.com, Fastweb, Sallie Mae and Peterson's. These online resources let you tailor a search by interest or geography, and offer updated information on what awards are available.
- The College Board Scholarship Handbook and local libraries are useful tools as well.

Module 2: Session 4

TIPS FOR ACCESSING SCHOLARSHIPS, CONT.

Non-traditional Scholarship Search Engines

- **Disability Scholarships:**
scholarships.com/financial-aid/college-scholarships/scholarships-by-type/disability-scholarships
- **Scholarship Junkies:**
scholarshipjunkies.org
- **Scholarships Listed by State:**
scholarships.com/financial-aid/college-scholarships/scholarships-by-state
- **Low-income Students:**
collegescholarships.org/scholarships/low-income.htm
- **Merit Scholars for Different Ethnic Groups:**
collegescholarships.org/other-minority-scholarships.htm
- **Scholarships by Majors:**
collegescholarships.org/scholarships/subject-specific.htm
- **State Scholarships Who Have Funded Previous Students:**
collegescholarships.org/scholarships/states.htm
- **Scholarships by State:**
collegescholarships.com/local
- **Scholarships for Non-traditional Students:**
top10onlinecolleges.org/scholarships-for/nontraditional-students
- **Non-academic Scholarships:**
scholarships.com/financial-aid/college-scholarships/scholarships-by-type/non-academic-college-scholarships-scholarships-arent-just-for-a-students-anymore

Boys & Girls Clubs of America Scholarships

Have you checked the Boys & Girls Clubs of America's scholarship access page? These scholarships are only available to Club members!

BGCA.ScholarsApply.org

CHECKLIST: WHAT TO GIVE THE PERSON WRITING MY RECOMMENDATION

Instructions: Getting recommendation letters is an important step in the application process. Once your teacher or counselor agrees to write your letter of recommendation, you should give them a folder with the following information in it:

Relevant application information

- A list of schools you are applying to
- Instructions on how to submit the letter
- Deadlines
- What you plan to study at college, if you know

Personal information about yourself

- Strengths
- Passions
- Qualities you would like highlighted in the letter (“I’d really love if you could include my skill/interest/talent in _____.”)
- What you learned from the teacher’s class or special projects that were significant to you
- Resume (or list of activities, responsibilities and experiences)

Your personal essay

Your brag sheet – insight into your experiences, identity and goals. Some prompts may include:

- Describe your family. How have your parents influenced you? What qualities of theirs do you admire?
- What three adjectives would you use to describe yourself? What adjectives would your teachers use? Your parents? Give specific examples or stories of a time you exemplified each one of these qualities.
- Discuss an academic interest or passion.
- Describe an involvement that’s had a significant impact on you.
- How do you spend your free time?
- What have you learned about yourself since the time you started high school? How have you changed or grown?
- Describe a significant challenge or obstacle you’ve had to overcome. How did you do so, and what did you learn from it?
- Describe an experience that changed your thinking or perspective on an issue.

Module 2: Session 7**TIMELINE FOR REQUESTING
A LETTER OF RECOMMENDATION****8 Weeks Out**

Two months before the recommendation is needed: Decide which teacher(s) might write a recommendation on your behalf. As part of your considerations, ask yourself:

- Has this teacher seen my recent work?
- Does this teacher know my strengths both inside and outside of the classroom?
- Have I done well in this teacher's class?
- Have I always acted professionally and ethically with this teacher and in their class?
- Can this teacher comment on my academic development?

If you answered yes to all of these questions, ask this teacher.

**5-6 Weeks Out**

Five to six weeks before the recommendation is needed: Ask the teacher, either after class or by email, if they are comfortable writing your recommendation letter.

**4 Weeks Out**

At least a month before the recommendation is needed: If the teacher agrees to your request, give them all of the information needed (see checklist on page 22 of your Teen Guide).

Note: After asking for the recommendation, but before it is due, let the teacher know if you change your mind about applying to a school.

**1 Week Out**

One week before the recommendation is due, gently remind the teacher about the upcoming deadline and check to see if they need anything else from you.

**After the Recommendation**

After the recommendation is written, thank the teacher with a short note or letter and keep a copy of the letter for your records.



Module 2: Session 8 TESTING SALES CATALOG, CONT.

Type of school using it	Cost	Fee waivers	Subjects	How long does it take?	When do I take it?	How do I register?	Can I take a practice text?	Can I use a calculator?
ASVAB Armed Services Vocational Aptitude Battery, standardized test used for admission to U.S. military colleges								
COMPASS Placement test, primarily used by community colleges to determine if additional classes are needed before beginning college level coursework								
ASSET Placement Test similar to Compass								
Accuplacer Placement test similar to Compass								
TOEFL Test of English as a Foreign Language								

Module 2: Session 9

CHECKLIST: AFTER THE LETTER ARRIVES

Instructions: Whether you have been accepted, waitlisted or denied, there are a few important decisions to make while dealing with the emotions you'll have when your letter arrives. Having a plan can help you to stay organized. Use the following checklists to keep you on track:

If Accepted

patch.com/california/redwoodcity-woodside/8-things-to-do-after-youve-been-accepted-to-college

- Decide which school I want to attend
 - Talk to my Squad
 - Compare financial aid awards
- Return required information to accept my admissions spot
 - Deadline: _____ (May 1 for many schools)
 - Final high school transcript
- Send the required deposit
- Accept my financial aid offer
- Notify other schools I will not attend
- Sign up for orientation

If Waitlisted

thoughtco.com/ive-been-waitlisted-what-now-788876

- Ask the admissions department about the size of the waitlist pool
- Contact the school to accept or decline a spot on the waitlist
- Accept a spot at another school while I wait to hear back about the waitlist
- Submit an application to another school with open admissions (i.e., accepts applications all year)

My plan if waitlisted is to:

If Denied (Plan B Options)

nacacfairs.org/learn/decide/Plan

- Ask the school, or my counselor, if there are any non-traditional admission options I could explore
- Submit an application to another school with open admissions (i.e., accepts applications all-year)
- Look for a gap-year program and will re-apply next year.

My Plan "B" if denied is to:

Module 3: Session 1**CHECKLIST: AVOIDING
THE SUMMER MELT**

Instructions: The following checklist includes a few key tasks to complete during the summer to make sure you are still on track to attend your postsecondary institution in the fall:

Who from my Squad can help me?

- Open ALL mail and read it
- Read all emails from the school and look for deadlines to complete registration
- Set up orientation
- Accept financial aid offer
- Complete loan paperwork (if accepting a loan for financial aid)
- Send in tuition deposit
- Select meal plan (if necessary)
- Finalize housing plans (e.g., dorm, apartment, staying at home, etc.)
- If staying in a dorm contact your roommate to figure out what you should bring for the room
- Send final high school transcript or confirm that the high school counselor already sent it
- Check for computer requirements
- Get a medical physical from my doctor
- Start shopping for basic school supplies and dorm needs
- Finalize transportation needs (How am I getting there with all of my stuff? Will I need help?)
- Connect with the school on social media to catch any announcements

Other potential challenges I might face:

Suggestions to get past these challenges (from the Gallery Walk):

- 1.
- 2.
- 3.

*Adapted from College Board: bigfuture.collegeboard.org/get-in/making-a-decision/you-made-your-college-choice-whats-next

Module 3: Session 4

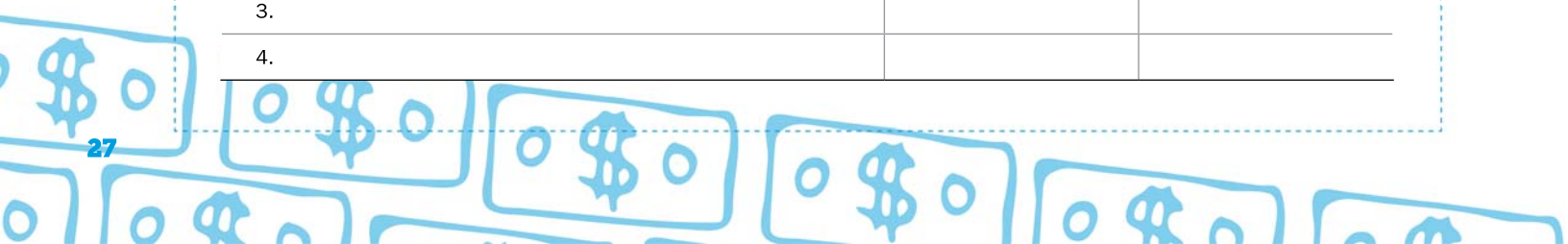
SAMPLE BUDGET WORKSHEET

Budgeting is the process of creating a plan to spend your money to determine in advance whether you will have enough money to do the things you need to do or would like to do. Budgets help prioritize your spending and manage your debt. Here are some budgeting apps to help you manage your spending:

Mint: mint.com • Acorns: acorns.com • SmartPath: smartpath.online/

Building a Budget – To build a budget for your monthly net pay, try to live by the 50/30/20 rule. That is where 50% of your net pay (money after taxes) goes to needs such as rent, utilities and transportation; 30% goes to wants like entertainment and clothes; and 20% goes to savings and debt repayment. Use a form like the sample below to list all of your needs and wants to begin building your college budget. Remember, “Spent” should be lower than “Budgeted.”

Expense Category and Percent	Budgeted	Spent
Needs (50%)		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
Wants (30%)		
1.		
2.		
3.		
4.		
5.		
6.		
Savings (20%)		
1.		
2.		
3.		
4.		

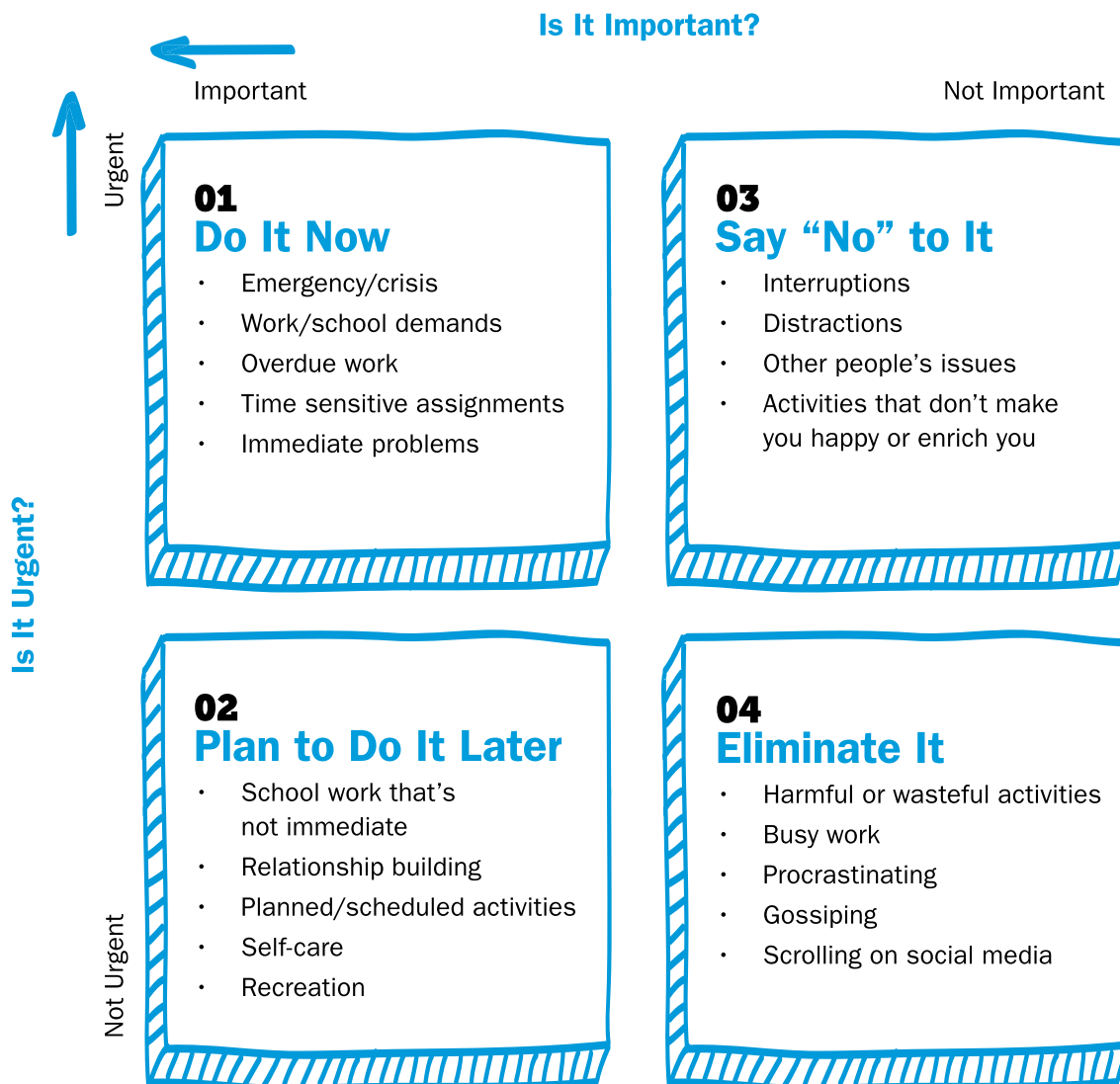


Module 3: Session 5

TIME MANAGEMENT MATRIX

Instructions: Knowing how to prioritize your activities can help you manage your time better as you juggle multiple responsibilities. Use this matrix as a tool to help you determine if you should:

- 01 – Do It Now
- 02 – Plan to Do It later
- 03 – Say “no” to It
- 04 – Eliminate It



Module 3: Session 5

TIME MANAGEMENT TOOL

Instructions: Use this, or a similar tool, to prioritize your time and keep organized while you balance the demands of postsecondary education. There's only so much you can do each day and by using the Time Management Matrix to prioritize your tasks combined with the Time Management Tool below, you'll make progress towards your goals each day.

Importance	Tasks	Time?	Done?
Today's Top Priorities <i>"Do It Now"</i>	1.		
	2.		
	3.		
Things to Plan <i>"Plan to Do It Later"</i>	1.		
	2.		
	3.		
Things NOT to Do <i>"Saying No" or "Eliminating"</i>	1.		
	2.		
	3.		
Appointments to Make this Week <i>What tasks require someone else's time?</i>	1.		
	2.		
	3.		
30-minute Tasks <i>What are quick tasks that need to be done that you can easily knock out?</i>	1.		
	2.		
	3.		
Things to Focus on Tomorrow <i>Start planning what you'll do tomorrow</i>	1.		
	2.		
	3.		

Tip and Tools

RECOMMENDED RESOURCES

Use this list of recommended resources to find more information on financial aid to prepare to apply to postsecondary education.

Mapping Your Future

Mapping Your Future provides programs and initiatives to help people achieve financial wellness and lead successful lives.

mappingyourfuture.org/collegeprep

Common Application

Through a digital college support system, the common app provides access and answers to some of the toughest college questions about applying to college. The common app also allows students to apply to multiple colleges using one application.

commonapp.org

College Board Big Future

A digital college planning guide that supports students with test prep for the SAT and provides resources to pay for college.

bigfuture.collegeboard.org

ACT Solutions

ACT promotes innovative education workforce solutions to help students achieve education and career success.

act.org

BGCA Scholarships

On BGCA's Scholars page, you can access scholarships, on-campus experiences, and tuition slots specifically dedicated to Boys & Girls Club members and alumni. Explore the site to learn more about these opportunities.

BGCA.ScholarsApply.org

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