



STUDENT SERVICES

COLLEGE AND CAREER COVE

PURPOSE: TO PREPARE AND MONITOR MATERIALS TO ASSIST STUDENTS IN THEIR COLLEGE SELECTION PROCESS; TO ENCOURAGE PARENT INVOLVEMENT

1. Work with Karen Bolt in the Counseling Office to provide support and information to students searching and applying to colleges, etc. as well as helping students research career possibilities.
2. Prepare and mail 'materials request' cards to colleges in June or July. This gives them time to receive them and send materials to us prior to school starting in August. Some colleges don't update their materials until August, so their catalogs/brochures/financial aid info will continue to be received after school starts.
3. Prior to school starting, remove outdated materials in filing cabinets such as applications, brochures and financial aid pamphlets. Date mark, copy and file newly received materials. Detailed directions are in the Career Center. Update decorations on walls.
4. Alternate displays as needed. Remove outdated posters/flyers.