**College Planning Conference: Instructions for Small Group Co-facilitators (College Student Ambassadors and Their HS Staff Partners)**

First, off, thank you very much for your willingness to help out on Wednesday, November 15th, at the College Planning Conference for area high school  
students! We appreciate your willingness to helping these students take the next step in planning what this transition looks like to them.

If you told me that you were available for the entire event, please plan to arrive between 8:30-9am, if possible. That way if there are any final instructions we can discuss them with you, or answer any questions that you may have. If you are only able to help co-facilitate our final small group session (11-11:45am) please plan to arrive as close to 10:40am for the same reason. I know that you are coming from a class, so it may be closer to 11a when you arrive.

Please note that your primary responsibility during the “Concurrent Sessions” from 9:50-10:20a & 10:20-10:50a) will be to assist the HS students at your table in completing the "College Readiness Guide" (see attached.) Students from the same HS will be at the same table. If possible, depending upon how many students come per school, they will be grouped by their year. The first five min. is for a brief “ice breaker” activity (see attached) to help the students get more comfortable with speaking in this type of a group setting. The students will then have 25 minutes to complete the assessment.

At the last conference, some students had difficulty understanding the intent of some of the assessment questions. We thought that to avoid this issue, due to familiarity with their students that the HS staff member assigned to your table would read each item aloud in addition reminding the students to follow along. Hopefully they will clarify or paraphrase survey questions as needed.

If students still seem confused, please be prepared to assist with explaining the questions also. One way of doing this would be to share with them your insights on how you might have rated yourself on these skills in HS and now. If time allows, you and the HS staff member can encourage the students to begin to transfer info from the “College Readiness Guide” to page one of their "College Readiness Plan."

Completing the entire “College Readiness Plan” (see attached) will be the major task you will assist the students with during their final 11-11:45am Work Group session. During this session your input and feedback about your experiences, or suggestions based upon their comments of what they are writing down on their plan are vital. To them, you are the expert because you are doing what they aspire to do in the future. Don’t “sugar coat” any advice that you may have, be real! Share what went well, what didn’t, and how/what you learned from that. Additionally, were these learning lessons as a result of your disability, or something that any student may encounter? It’s important sometimes to make that distinction because some students can’t separate that out.

Please let me know if you have any questions.   
**Schedule of Events: 2025 ABC - SDRP Second Floor** (Ikenberry Commons, 301 E. Gregory Drive, Champaign)

8:30-9:00am    Registration & Welcome (Informational Exhibits)  
9:00-9:40    Opening Keynote – Joey Ramp: Why college?  
9:40-9:50    TED Talk # 1: Current College Student Sharing Insights  
9:50-10:50    Concurrent Sessions:  
              A.        College Info Panel: Admissions, Financial Aid, etc.  
              B.        College Readiness Survey & Discussion (Small Groups)  
10:50-11:00   TED Talk # 2: Current College Student Sharing Insights  
11:00-11:45    Work Groups: Forming an action plan for going to college  
11:45-12:00    Closing Comments & Evaluations