

HELPFUL HINTS FOR HIGHER EDUCATION DAYS

Many schools have benefited from using the following techniques to plan a successful program and impress the importance of this opportunity on their students. We hope that these suggestions are helpful.

- **Discuss “HIGHER EDUCATION DAY.”**

Many counselors prepare students for this day with in-class presentations and explanations in anticipation of the actual program. Discuss this day during all parent, student, and counselor meetings in the high school. Ensure that announcements are plentiful around the time of our visit. It is also helpful for each student to be reminded to review their Higher Education in Idaho booklet prior to our presentation so they know what schools they are interested in learning more about.

- **Take Roll.**

Some schools create a roll sheet to be marked at each session attended, others send around sign-up sheets, and still others have created signature cards. These rolls can be used to encourage attendance during the program. Some schools have class officers in each classroom to assist in marking and gathering these rolls.

- **Providing Guides.**

As representatives arrive at your school it is EXTREMELY HELPFUL when student assistants are waiting at the entrance to your school to guide us to our rooms. Some schools have several students waiting to help all the representatives as they arrive. Others assign individual students to individual institutions.

- **Provide Parking Instructions.**

Please provide specific instructions or even helpful suggestions for where representatives should park. Many schools reserve a section of parking and direct representatives there.

- **Arrange Suitable Presentation Space.**

It is most beneficial when each institution has their own classroom or individual space in which to present. Because of the shift to multimedia presentations and our desire to provide the best information possible, we would ask that wherever possible individual spaces be provided.

- **Provide an Agenda.**

Some schools create a page to be handed out which includes an agenda for the day, outlining the times for each session and the locations of each representative. This is particularly helpful for schools that are hosts for neighboring schools. It is also helpful for the reps so they make sure to adjust their presentation to the pre-determined time constraints.