



HBCU Caravan – Community College Host Best Practices

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PRE-PREPARATION

Select a site on campus that can accommodate 150-200 people (if outdoors – shading would be appreciated)

Ensure sufficient parking will be available

Sufficient tables and chairs (canopies would be welcomed depending on temperature) – approx. 20?

Have space available for workshops – be sure room has screen, projector podium and internet access

Have computer stations available for transcript printing (Work with Admissions & Records) and completing Common Black College Application to apply for free.

Outreach and invite a minimum of three neighboring Community Colleges, as well as High Schools, churches, synagogues, mosque and Community Based Organizations (Greek Life, Boys & Girls Clubs) each to attend the event (*remind CCC should seek Equity or Transfer Center funds for busing)

Contact Transfer Center Directors at neighboring Community Colleges to ensure advertisement is being shared and disseminated – possibly bring a group of students

Work with programs such as Umoja Communities, ASO, EOPS, FYE Puente and others to ensure their population is aware and attends the event

Create flier using the approved template ? to advertise event - Include the following:

o Complete a Transfer Level Associate Degree (60 Units) using IGETC or CSU GE with a GPA of 2.5 or higher

o 30 or more UC and CSU transferable units and a 2.5 GPA

o Students may still be eligible for admissions with fewer units and a lower GPA however they would not be eligible for the advantages of guarantee housing, scholarship consideration and full acceptability of transferable units.

o Easy & free application process

Use Social Media to advertise the event – enlist students to use their social media sites as well to advertise the event

Invite entire classes to event – encourage credit or extra-credit be given

Prior to event – provide our team (do we need this?) with a list of schools or organizations that will be attending as well as a name and contact info for each (how many do they plan to bring)

Pre-counseling should take place with students prior to event – be sure to use the Counselor Instructions for Applying to HBCUs form – which clear them to use the Common Black College Application

Day of Event

- Ensure you have sufficient Staff and student Assistance
- Sufficient signage has been placed in strategic locations on campus
- A check-in table or person is present to greet and direct representatives and provide directions
- Provide water for representatives and snacks/lunch if possible
- Create a check-list for students to use during the fair
- Ensure that room for presentations is prepared (all AV equipment checked and functioning)
- Provide lunch for representatives
- Have classes/groups to attend the presentation portion of the event

Post-Event – Follow-up

- Send Satisfaction Survey to students
- Send Satisfaction Survey to HBCU Reps
- Send Thank you to all on your campus who assisted (be sure to include your maintenance staff)