

PREAGENDA

2018 College, Tech, and Trade Fair Advisory Committee Meeting

Friday, September 14, 2018
Lower-Level Conference Room
12:30 PM – Lunch
1 PM – Meeting

I. Welcome – Denise Gerspacher

II. Introduction of Attendees – All

III. General Overview – Denise Gerspacher

A. Organizations registered as of September 12, 2018
Note: Registration deadline is Friday, September 21.
(*green handout*)

B. Student ushers – MCCC

Ten student ushers will be needed to work in two shifts between 4:30 and 7:30 PM. We will continue using them to encourage students to sign in at their respective district table.

C. Floor plan – TEMPLATE
(*multi-colored handout*)

1. Student registration tables

- a. ESC will provide a district sign and student sign-in forms for each table.
- b. Schedule no more than three people per table (e.g., counselors or counselor-assigned students). This allows time for each counselor to visit representatives.

*Please confirm with Brenda Zacharias by Wednesday, **October 3**, who will cover your district's registration table.*

- c. Counselors are welcome to provide handouts appropriate for their respective district's registration table.
- d. Plastic bags will be donated.

2. College Prep/General Resources

Organization representatives who have tables in this area should arrive at 4:45 PM to set up.

- a. ACT/SAT Test Prep
- b. Global Vocabulary, LLC
- c. Medina County District Library
- d. Ohio State University Extension, Medina County
- e. Other

3. Mobile Lab/Financial Aid Resources

- a. Two different areas (signage needed)
 - 1) Seniors – to receive FAFSA ID
There will be five tables (four chairs per table) and ten computers. Mouse pads will be needed.
 - 2) Underclassmen – to answer ACT and SAT questions and obtain financial aid information
One or two tables (three chairs per table) will be used.
- b. One or two additional people will be needed to assist. Suggestions provided at our last meeting include:
 - 1) Tracy, Denise Testa's assistant
 - 2) A financial aid person from The University of Akron/Wayne College, Midpoint Campus, or Tri-C
- c. Location of the mobile lab area will be switched with the general resource area.
- d. Wi-Fi connection
- e. Tables will be moved away from the wall to be closer to the 'flow of traffic.'
- f. Other

D. Parent/student survey (gold handout)

Student ushers will hand the survey to people as they exit and encourage them to complete it.

IV. Publicity – Denise Gerspacher

* * *Focus on inviting freshmen and sophomores. Encourage parents to attend.* * *

A. ESCMC

1. Website
 - a. Online registration and credit card payment for organizations
 - b. Online links to resources available for students and parents
 - c. Parent/student survey link
2. Facebook and Twitter
3. Fliers
(multi-colored handout)
Do you need any more copies?
4. Posters (11" x 17") at each high school
5. Medina County Events Website
6. Medina County Visitors Bureau
7. Press releases to local media sources
8. School Cable Access
9. Chambers of Commerce (email blast)
10. Leadership Medina County
11. Fairgrounds/Community Center LED sign

12. Parent groups, e.g., Academic Boosters
 - a. Highland PTO – Ann Murphy
 - b. WHYS – Michelle Neiser
 - c. Other
13. Homeschooling parent groups
 - a. Medina County homeschooling parents (ESCMC)
 - b. GLUE homeschooling group (Cathy Petrie)
 - c. Other
14. Online Schools
 - a. Ohio Connections Academy
 - b. Ohio Virtual Academy
 - c. Massillon Digital Academy
15. Other

B. Districts

1. PSAT Participants
 - a. Who is using the College/Career Fair as another half-day requirement?
 - b. Documentation of student attendance—letter, form, etc.
How does your school handle this?
2. Website
Please ask your district's technology coordinator to post the flier on your district's website and set up a link to the ESC College Fair webpage.
3. High school marquee
4. "All-Call" from districts to parents
5. Morning announcement at high schools (starting week of **October 1**)
(multi-colored handout – counselors to provide to principals)
6. Other
The MCCC sends all morning announcements to parents who sign up for the service; a text message reminder for certain events is also sent.

V. FAFSAHelpOH – Denise Testa

VI. Once Around the Table

VII. Next Meeting – Denise Gerspacher

November 9, 2018 (Friday)

12:30 PM – Lunch

1 PM – Meeting

VIII. Adjournment