

Volunteer Checklist

Important Requirements

We need feedback from you and your students to learn what is working well and where we can improve.

- Student Exit Survey Ensure seniors complete this survey by May 15th
- Volunteer Survey All volunteers must complete a survey each year by May 15th

Track each student's progress and successes, and your time spent with each student.

- Complete the Student Tracker after each mentoring session
- Track your hours spent on ASPIRE activities

Trainings

- Watch the three required online videos: <u>Volunteer Basics</u>, <u>College and Career Basics</u>, and <u>Financial</u>
 <u>Aid Basics</u> and complete each corresponding quiz
- Attend a volunteer orientation and other trainings at your site to learn about their programs, rules, and policies
- <u>Finding Funds for Oregon Students</u> is highly recommended for mentors and students to learn about the OSAC Scholarship Program and other grants

Resources

- The online <u>ASPIRE Toolkit</u> is your primary mentoring resource and includes access to ASPIRE trainings and documents, helpful links, and suggested mentoring activities
- Join the <u>ASPIRE Listserv</u> to receive bulletins via email with the latest ASPIRE-related information like: scholarship updates, college fairs, etc..
- Social Media: ASPIRE Oregon can be found on Facebook, Twitter, Pinterest and we have Podcasts.

School/Site Resources

- Become familiar with the <u>ASPIRE website</u>, <u>OSAC website</u>, and your site's resources
- Attend College/Career Workshops to learn more
- Utilize the resources located in your school's College/Career Center

Student Activities & Topics

Use the Volunteer Calendar to guide your students through these activities

- Research career possibilities
- o Research schools that are a good fit for your students' career interests
- Make sure students are taking the necessary courses required for admission
- o Determine costs of attendance
- Assist students in applying for admission
- Assist students in searching and applying for scholarships
- Assist students in preparing to apply for financial aid

