

Steps for College Bound Scholarship Outreach

7th, 8th, and 9th Grade

1 Develop Your Goals, Plan Your Activities

- Have access to the CBS Portal? If not, email collegebound@wsac.wa.gov.
- Don't do this work alone. Enlist a school-based support team to help. Then, develop outreach goals with school leadership and CBS team.
- Plan at least 2-3 outreach activities with your CBS team for the school year and provide CBS info on school webpage and social media.
- [Click here to order free CBS materials!](#)
- Keep an eye on your College Bound Portal to see names of new 7th, 8th & 9th grade students when they are auto-enrolled for the CBS by WSAC's College Bound Scholarship office.
- Note for 9th grade: Only students who are newly eligible for College Bound in their 9th grade year and who were NOT eligible in 7th or 8th grade will be auto-enrolled.
- Distribute to enrolled students a letter to families or CBS informational flyer. It's available to download free at collegebound.wa.gov.



Fall

2 Spotlight the College Bound Scholarship

- Spotlight CBS info via emails home, your school's newsletter or website, or other parent engagement opportunities. Best practice: incorporate CBS information into any college or career presentations.
- Best practice: Upload mailing addresses for enrolled students into the College Bound Portal. Need help with the upload process? Enlist a data-mining expert from your school or district.
- Plan a College Bound Scholarship outreach event to review the opportunity and the commitment. Check your College Bound Portal to invite all students enrolled for the College Bound Scholarship.
- Need event planning help? Check out the WCAN website to find materials for your [student engagement events](#) or your [CBS Repledge](#).
- Check out this [crowd-sourced list of activities](#) implemented by school staff across the state that incorporate CBS outreach into current career and college programming.



Winter

3 Last Push: Focus on Enrollment Reminders

- Best practice: Login to the College Bound Portal monthly to see newly enrolled students and make a plan to reach out to the family with CBS information.
- In your portal account, check for inaccuracies (students no longer at your school, etc.) in your school's toolbox and email the info to WSAC's College Bound office using the secure message feature.
- Best practice: Pull a list of your College Bound enrolled students and ask your district to make a robo-call home to families over the summer with a reminder that their student is enrolled for the College Bound Scholarship opportunity if they meet these requirements:
 1. Graduate from a Washington State high school or approved home school program with a cumulative 2.0 GPA or higher.
 2. Have no felony convictions.
 3. Apply for financial aid by completing the FAFSA (Free Application for Federal Student Aid) or WASFA (Washington Application for State Financial Aid) beginning their senior year to determine income eligibility to receive the Scholarship.



Spring

A few key tips:

Starting in late Fall, WSAC will begin a monthly auto-enrollment of eligible students for the College Bound Scholarship, and those students will appear in your College Bound Portal account. Not sure all your eligible students are showing up? Call 1-888-535-0747, option 1 to talk with WSAC's College Bound office.

You can always work with your WCAN College Bound Regional Officer. We're here to help. Find your regional officer at wcan.org/contact.

For more info, email: collegebound@wsac.wa.gov • website: collegebound.wa.gov • call: (888) 535-0747, option 1