**Sample College Rep Visit Agenda:**

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| **Time** | **Activity** | **Outcome** | **Owner** |
| 20 minutes | Rep arrival:* Greeted in lobby by scholar leader
* Presented with goody package
* Led upstairs in elevator to room XXX to get settled
 | Rep feels welcomed and comfortable; has extremely positive impression of AFBHS students from the moment s/he enters the building. Has time to get settled. | College Counselor |
| 40 minutes | Rep scholar presentation:* Scholars enter and get settled, greeting rep with hand shake when they arrive
* Presentation
* Q&A
* At least 5 scholars approach rep at conclusion of presentation to shake hands and thank the rep.
 | Scholars get valuable information about the college and have opportunity to ask important questions. Scholars get valuable information about the college application process writ large from a 3rd-party source.Rep builds positive impression of our scholars, because their professionalism and questions are so strong. | College Counselor |
| 15-20 minutes | Tour of school:* Tour of 4th floor hallway primarily, walking and talking while delivering key messages
* Popping into strategic classrooms to key really juicy, rigorous instruction and scholar engagement in action
* Intro to LT member
 | Rep walks away having seen rigorous instruction and great scholar participation in our school. College Counselor has built a relationship with rep through face time and conversation.Rep has met at least one member of the school’s LT and has a positive impression of the school’s faculty and adult capacity. | College Counselor |
| 10 minutes | Wrap-up:* College Counselor leads rep to retrieve belongings, use restroom, etc.
* College Counselor asks rep. where to next and offers to find/print directions from point A to point B.
* College Counselor escorts rep either downstairs to lobby in elevator
 | Rep feels well taken care of. ☺ | College Counselor |