



TRIO Turns 60 & First-Generation College Celebration Toolkit

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TRIO Turns 60 and First-Generation College Celebration Toolkit

Commemorating the 60th Anniversary of the Federal TRIO Programs during National First-Generation College Celebration Day represents a significant milestone in the history of American higher education. Since their establishment in 1964 under the Higher Education Act, TRIO Programs have been instrumental in breaking down barriers to higher education for low-income individuals, first-generation college students, and students with disabilities. These programs have provided critical support services such as tutoring, counseling, mentoring, and financial aid guidance, empowering generations of students to succeed academically and pursue their career aspirations.

The National First-Generation College Celebration Day, held annually on November 8, shines a spotlight on the achievements of first-generation college students nationwide. It serves as a platform to recognize their resilience, determination, and contributions to their communities and society. This celebration recognizes the individual accomplishments of these students and acknowledges the systemic challenges they have overcome in accessing and navigating higher education.

As we commemorate these milestones, it's essential to understand the historical context that led to the establishment of TRIO Programs. Amidst the civil rights movement and growing calls for social justice in the 1960s, TRIO emerged as a response to the inequities in educational opportunities faced by underrepresented and marginalized communities. Over the decades, TRIO Programs have expanded and evolved to meet the changing needs of students, adapting to new challenges while maintaining their commitment to fostering educational equity.

Today, TRIO's 60th-anniversary celebration underscores our collective commitment to educational access, equity, and inclusivity. It reminds us of education's impact and the ongoing need to support all students, regardless of their background, in achieving their full potential. By honoring these milestones, we celebrate past achievements and recommit ourselves to creating a future where every student has equal opportunities to succeed in higher education and beyond.

 **VIEW THE COMMEMORATIVE TIMELINE**

<https://coenet.org/wp-content/uploads/2024/09/COE-TRIO-Turns-60-Commemorative-Timeline.pdf>

1960s

- **1964:** Upward Bound was established through the demonstration authority in the Economic Opportunity Act as part of President Lyndon B. Johnson's War on Poverty. Upward Bound provides academic support, tutoring, and college preparation to low-income and first-generation high school students.
- **1965:** President Johnson signed the Higher Education Act of 1965 into law, which formally authorized federal funding for various programs to expand access to higher education, including a new program known as Talent Search, designed to identify and assist individuals from disadvantaged backgrounds who have the potential to succeed in higher education.
- **1968:** In the first reauthorization of the Higher Education Act, Congress transfers management of Upward Bound to the Office of Education and creates a new program for undergraduates: Special Services for Disadvantaged Students (now known as Student Support Services). Together with Talent Search, these three programs are known informally as "the TRIO programs."

1970s

- **1972:** The Educational Opportunity Centers (EOC) program was established to provide counseling and information on college admissions to unemployed and underemployed adults who want to enter or continue a postsecondary education.
- **1972:** Under the Upward Bound authority, the Office of Education administers the first Veterans Upward Bound grants to address the needs of servicemen returning home from the Vietnam War.
- **1976:** In the 1976 HEA reauthorization, Congress creates the TRIO Staff Training Program (i.e., TRIO Training Grants).
- **1977:** TRIO educators from across the nation gather in New Orleans and vote to establish the National Coordinating Council of Educational Opportunity Associations - the precursor to what would eventually become the Council for Opportunity in Education.
- **1979:** The Department of Education Organization Act dismantles the Department of Health, Education, and Welfare and establishes a cabinet-level U.S. Department of Education.

1980s

- **1980:** Following the advice of the TRIO community, in the HEA reauthorization, Congress standardizes eligibility across all TRIO programs to include those from low-income backgrounds and/or who are potential "first-generation college students."
- **1981:** National Council of Educational Opportunity Associations (NCEOA) incorporates in Washington, D.C. in March, replacing the informal coalition of TRIO-based associations known as the National Coordinating Council of Educational Opportunity Associations.
- **1986:** The Ronald E. McNair Postbaccalaureate Achievement Program is established to prepare low-income, first-generation college students and underrepresented students for doctoral studies through research and scholarly activities.

1990s

- **1992:** Upward Bound Math-Science is established to strengthen participating students' math and science skills. UBMS targets students pursuing STEM (science, technology, engineering, and mathematics) careers.
- **1998:** NCEOA officially changes its name to the Council for Opportunity in Education (COE) "to better emphasize its mission and the students it serves."

2000s

- **2004:** The Congressional TRIO Caucus is established and organizes its first briefing on Capitol Hill.
- **2005:** The TRIO community defeats the White House's attempt to eliminate Upward Bound, Talent Search, and GEAR UP.
- **2006:** The TRIO community defeats a renewed attempt by the Administration to eliminate Upward Bound, Talent Search, and GEAR UP.

2010s

- **2014:** Upward Bound celebrates 50 years of service.
- **2015:** Talent Search celebrates 50 years of service.
- **2017:** The Council for Opportunity in Education and NASPA's Center for First-generation Success (now FirstGen Forward) launch the first National First-Generation College Celebration on November 8, the anniversary of the Higher Education Act of 1965.
- **2018:** Student Support Services celebrates 50 years of service.
- **2018:** TRIO funding cracks the \$1 billion threshold for the first time.

2020s

- **2024:** TRIO Turns 60 Campaign celebrates six decades of TRIO Programs' impact on educational equity and access.

Throughout its history, TRIO Programs have continually evolved and expanded to meet the needs of students from diverse backgrounds facing economic, social, and academic challenges. Legislative acts such as the Higher Education Act of 1965 and subsequent amendments have been pivotal in shaping TRIO Programs and their ability to provide critical support services to millions of students nationwide. For six decades, TRIO's enduring mission has been to empower students and foster academic success through equitable access to higher education.

Discover the Legacy of TRIO Programs: Download Our Inspiring Video and Informative Presentation!

Step into the journey of TRIO Programs with our compelling video chronicling its rich history and profound impact on students nationwide.

 **WATCH THE PANEL DISCUSSION** <https://youtu.be/AWALdhPvqsE>

Explore the resilience, achievement, and empowerment that define TRIO's legacy. Gain a visual representation of how TRIO has shaped countless lives and communities, empowering students to reach their full potential through education and opportunity.

Don't miss out on this inspiring showcase of success and dedication. Watch our video today and join us in celebrating TRIO Programs' enduring impact!

 **WATCH THE VIDEO** <https://www.youtube.com/watch?v=pFs9F-AGhAA&feature=youtu.be>

Celebrate TRIO Turns 60 with Our Exclusive Logo Collection!

Join campuses nationwide in commemorating TRIO's milestone anniversary with our diverse collection of TRIO Turns 60 campaign logos. Whether you're promoting events, updating social media profiles, or enhancing your promotional materials, our logos are designed to fit all your branding needs.

Show your support and raise awareness of TRIO's impactful journey over the past six decades. Download our logos today and join the celebration of empowering students through education and opportunity.

Together, let's honor TRIO's legacy and continue advocating for equitable access to higher education. Download the logos now and be part of the TRIO Turns 60 campaign!

 **DOWNLOAD HERE** https://coenet.org/wp-content/uploads/2024/01/COE_TRIO-Turns-60-Logos.zip

Honor First-Gen Success with Our Ultimate Event Ideas Blog.

Discover endless inspiration for National First-Generation College Celebration Day on November 8! Our blog compiles creative event ideas and activities to honor and empower first-generation college students. From campus-wide celebrations and interactive workshops to enlightening panel discussions and impactful community outreach initiatives, find everything you need to plan a memorable and meaningful day of recognition.

Join us in promoting the achievements of first-gen students and fostering inclusivity within your campus community. Explore our curated ideas to create engaging events that resonate and inspire.

Let's make November 8 a day to remember! Visit our blog and start planning your celebration today.

 **VIEW THE BLOG** <https://firstgen.naspa.org/blog/101-ways-to-celebrate-on-nov-8>

 **VIEW THE SPOTLIGHT** <https://www.wcsu.edu/pcaap/im-first-celebration/>

Advertise Your Celebration with Ease!

Celebrate National First-Generation College Celebration Day with our pre-designed templates! Our digital media folder includes customizable press release templates and social media profiles, complete with placeholders for event details, quotes, and images. Easily create professional communications to promote your events across digital channels and share the success of first-generation students with the world.

Empower your outreach efforts and amplify your message effortlessly. Download our toolkit today and showcase your dedication to supporting first-generation college students through compelling, ready-to-use templates.

Let's make this celebration unforgettable! Join us in honoring and uplifting first-generation students across campuses and communities.

 **DOWNLOAD THE MEDIA KIT** <https://firstgen.naspa.org/download.cfm?downloadfile=75E52600-FE84-47EF-ADC953474D199ADC&typename=dmFile&fieldname=filename>

Appendix: Planning Worksheets & Resources

1. Event Planning Timeline

National First-Generation College Celebration Day Event Planning Worksheet

Event Goals

Goal Setting

- What are the main objectives for your event? (e.g., raising awareness, celebrating first-generation students, providing resources, etc.)
- How do these goals align with your institution's mission and values?
- What are your success metrics for the event? (e.g., number of attendees, social media engagement, media coverage)

Budget Planning

Budget Overview

- What is the total budget for the event?
- Break down your budget into categories:
 - Venue costs
 - Marketing and promotional materials
 - Food and beverages
 - Guest speakers/performers
 - Miscellaneous expenses
- Are there any external funding opportunities or sponsors you can approach?
- Are there opportunities for in-kind donations (e.g., space, materials)?

Target Audience

Audience Identification

- Who are the primary and secondary audiences for your event? (e.g., first-generation students, staff, faculty, alumni, community members)

- What are the key messages you want to convey to each audience group?
- How will you reach and engage these audiences?

Event Activities

Activity Planning

- What type of activities will you include in your event? (e.g., panel discussions, workshops, networking sessions, social events)
- How do these activities align with your event goals?
- Who will be responsible for organizing and executing each activity?
- What resources or materials are needed for each activity?

Resource Securing

Resource Identification

- List all the resources you need to secure for the event (e.g., venue, AV equipment, speakers, volunteers).
- What is the timeline for securing each resource?
- Who is responsible for securing each resource?

Timeline Creation

Timeline Development

- Develop a detailed timeline that includes key milestones and deadlines.
- Break down tasks by month and include responsible parties for each task.
- Ensure that the timeline includes:
 - Initial planning meetings
 - Budget finalization
 - Marketing and promotional activities
 - Logistics coordination
 - Event day activities
 - Post-event debrief and evaluation

Planning Prompts and Guidelines

Setting Goals

- Define clear, measurable goals for your event. Consider both qualitative and quantitative metrics.
- Identify how you will collect data to measure the success of your event (e.g., surveys, attendance tracking, social media analytics).

Establishing a Budget

- Create a detailed budget spreadsheet.
- Monitor expenses regularly and adjust the budget as necessary.

Identifying Target Audience

- Create audience personas better to understand the needs and preferences of your target audiences.
- Tailor your communication strategies to each audience group.

Selecting Event Activities

- Ensure activities are inclusive and cater to a diverse audience.
- Consider the accessibility needs of all participants.

Securing Resources

- Develop a checklist of resources and track their status.
- Maintain regular communication with vendors and partners.

Creating a Timeline

- Use project management systems or tools (e.g., Asana Gantt charts, Trello) to organize tasks and deadlines.
- Schedule regular check-ins with your planning committee to stay on track.

Worksheet

Section	Task	Deadline	Responsible Party	Status
Event Goals	Define Event Objectives			
	Align Goals With Institution's Mission			
	Establish Success Metrics			
Budget Planning	Determine Total Budget			
	Break Down Budget Into Categories			
	Approach External Funding Opportunities			
Target Audience	Identify Primary and Secondary Audiences			
	Define Key Messages for Each Audience			
	Plan Engagement Strategies			
Event Activities	Plan Event Activities			
	Assign Responsibility for Each Action			
Resource Securing	List and Secure Necessary Resources			
	Track Resource Status			
Timeline Creation	Develop Detailed Timeline			
	Break Down Tasks by Month			
	Schedule Regular Planning Meetings			

Use this comprehensive worksheet to guide your planning and coordination efforts for a successful National First-Generation College Celebration Day.

2. Budget Template

National First-Generation College Celebration Day Budget Template

This customizable budget template will help you estimate and track expenses for organizing your celebration events. Fill in the estimated costs for each category and update with actual expenses to manage your finances effectively. Follow who is responsible for this expense. Keep in mind for restricted funds, are you following regulations?

Event Budget Overview

Category	Estimated Cost	Actual Cost	Allocation	Notes
<i>Venue Rental</i>				
<i>Catering</i>				
<i>Promotional Materials</i>				
<i>Speaker Fees</i>				
<i>Audio/Visual Equipment</i>				
<i>Decorations</i>				
<i>Transportation</i>				
<i>Volunteer Supplies</i>				
<i>Miscellaneous Costs</i>				
Total				

Detailed Budget Breakdown

Venue Rental

- Description: Cost associated with renting a space for the event.
- Estimated Cost:
- Actual Cost:
- Notes: (Include details such as deposit amount, final payment date, and any additional fees)
- What dept/division is paying for this?

Catering

- Description: Food and beverage expenses for the event.
- Estimated Cost:
- Actual Cost:
- Notes: (Include details such as the number of guests, type of meals, and special dietary requirements)
- What dept/division is paying for this?

Promotional Materials

- Description: Costs for flyers, posters, banners, social media ads, etc.
- Estimated Cost:
- Actual Cost:
- Notes: (Include details on printing, design fees, online advertising)
- What dept/division is paying for this?

Speaker Fees

- Description: Honorariums or fees for guest speakers, panelists, or performers.
- Estimated Cost:
- Actual Cost:
- Notes: (Include details on travel expenses, accommodation, and any additional costs)
- What dept/division is paying for this?

Audio/Visual Equipment

- Description: Rental or purchase of microphones, projectors, screens, sound systems, etc.
- Estimated Cost:
- Actual Cost:
- Notes: (Include details on setup, operation, and technical support fees)
- What dept/division is paying for this?

Decorations

- Description: Costs for event decorations such as table centerpieces, balloons, signage, etc.
- Estimated Cost:
- Actual Cost:
- Notes: (Include details on specific decoration items and setup fees)
- What dept/division is paying for this?

Transportation

- Description: Costs for transporting speakers, guests, or equipment.
- Estimated Cost:
- Actual Cost:
- Notes: (Include details on rental vehicles, fuel costs, or transportation services)
- What dept/division is paying for this?

Volunteer Supplies

- Description: Materials and supplies needed for event volunteers (e.g., T-shirts, name tags, refreshments).
- Estimated Cost:
- Actual Cost:
- Notes: (Include details on quantities and types of supplies)
- What dept/division is paying for this?

Miscellaneous Costs

- Description: Any other expenses not covered in the above categories.
- Estimated Cost:
- Actual Cost:
- Notes: (Include details on any unforeseen expenses or additional costs)
- What dept/division is paying for this?

Monthly Expense Tracking

Month	Category	Estimated Cost	Actual Cost	Variance	Allocation	Notes
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
Total						

Notes and Considerations

- Keep track of all receipts and invoices for accurate record-keeping.
- Regularly update the budget to reflect actual expenses and adjust estimates as needed.
- Communicate with your team and stakeholders about budget changes and approvals.

This template can be customized to fit the specific needs of your celebration events. It will help you allocate resources effectively and ensure financial accountability throughout the planning process.

3. Event Promotion Checklist

Promotion Task	Steps	Details
Creating Promotional Materials	Design & Printing	• Create event flyers, posters, and banners. • Design digital graphics for online promotion. • Print physical materials and ensure they are high quality.
	Distribution	• Distribute flyers and posters across campus. • Place banners in high-traffic areas. • Include promotional materials in New Student Orientation packets.
Leveraging Social Media	Content Creation	• Develop a social media calendar. • Create engaging posts, stories, and videos highlighting the event. • Use testimonials from first-generation students, staff, and alumni. • Design shareable graphics and social media templates.
	Engagement	• Identify key social media handles and frequently used hashtags (e.g., #FirstGenCelebration, #FirstGenProud). • Schedule posts leading up to the event. • Organize social media takeovers by students, staff, or notable first-generation alumni. • Engage with comments and shares to boost visibility.
	Platforms	• Post across multiple platforms: Instagram, Facebook, Twitter, LinkedIn, etc. • Utilize campus social media channels and student group pages.

Reach Out to Campus and Community Partners	Campus Partners	- Identify and connect with campus departments and organizations. - Collaborate with TRIO programs, student government, and cultural centers. - Host information sessions and brainstorming meetings with partners. - Provide partners with promotional materials and social media templates.
	Community Partners	- Reach out to local high schools, colleges, and universities. - Engage local non-profit organizations and community groups. - Invite community leaders and local businesses to participate. - Seek sponsorship and funding opportunities.
Generating Media Coverage	Press Releases	- Draft and distribute a press release to local media outlets. - Highlight the significance of the event and include quotes from organizers and participants.
	Media Outreach	- Contact local newspapers, radio stations, and TV channels. - Offer interviews with organizers and notable first-generation students.
	Online Coverage	- Submit event details to online community calendars. - Reach out to bloggers and online influencers interested in education and student success. - Encourage media partners to share the event on their social media platforms.

Additional Promotion Strategies	Email Campaigns	• Send event invitations and updates to students, faculty, staff, and alumni. • Create segmented email lists for targeted messaging. • Include a call-to-action in all emails (e.g., RSVP, share on social media).
	Campus Announcements	• Promote the event through campus-wide emails and newsletters. • Utilize digital screens and announcement boards on campus.
	Student Involvement	• Engage student groups to help with promotion. • Host student-centered events leading up to the celebration day. • Encourage students to share the event with their peers.
Final Preparation	Review Plans	• Ensure all promotional materials are distributed and posted. • Confirm social media posts are scheduled and ready. • Verify media coverage and press releases are set.
	Last-Minute Checks	• Conduct a final review meeting with the planning committee. • Address any last-minute promotional needs or adjustments.

4. Speaker/Panelist Invitation Template

Here's a template for formal invitations to speakers or panelists for event participation:

[Your Organization's Letterhead]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Speaker's Name]

[Speaker's Title]

[Speaker's Organization]

[Speaker's Address]

[City, State, Zip Code]

Dear [Speaker's Name],

Subject: Invitation to Speak at [Event Name] on [Date]

We are delighted to invite you to participate as a [speaker/panelist] at our upcoming event, [Event Name], scheduled to take place on [Event Date] at [Event Time]. This event will be held at [Event Location].

[Event Name] is organized by [Your Organization] and aims to [brief description of the event's purpose and objectives]. As part of our efforts to celebrate and support first-generation college students, we believe that your insights and experiences would greatly enrich the event and inspire our attendees.

Event Details:

- Event Name: [Event Name]
- Event Date: [Event Date]
- Event Time: [Event Time]
- Event Location: [Event Location]
- Topic: [Topic or Theme of the Event]
- Format: [Panel Discussion/Keynote Speech/Workshop]

Speaker Bio:

We would be honored to include a brief bio of yours in our promotional materials. Please provide us with your latest bio and a high-resolution photo at your earliest convenience.

Contact Information:

For further details or if you have any questions, please feel free to contact [Your Contact Person] at [Contact Person's Email] or [Contact Person's Phone Number]. We would appreciate your confirmation of participation by [RSVP Date]. We sincerely hope you will join us for this special occasion and look forward to your positive response. Your participation will undoubtedly contribute to the success of [Event Name] and inspire many first-generation college students.

Thank you for considering our invitation.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

Attachments:

- Event Agenda
- Speaker Guidelines
- Map and Directions to the Venue

5. Evaluation Survey Template

Here's a survey template designed to collect feedback from event attendees and participants. This template includes questions about event satisfaction, perceived impact, relevance of topics, and suggestions for improvement.

Event Feedback Survey

Thank you for attending [Event Name]! We value your feedback and would appreciate it if you could take a few minutes to complete this survey. Your insights will help us improve future events.

1. Overall Satisfaction

1.1 How satisfied were you with the event overall?

- Very Satisfied
- Satisfied
- Neutral
- Dissatisfied
- Very Dissatisfied

2. Event Organization

2.1 How would you rate the organization of the event?

- Excellent
- Good
- Average
- Poor
- Very Poor

2.2 How did you find the event registration process?

- Very Easy
- Easy
- Neutral
- Difficult
- Very Difficult

3. Event Content

3.1 How relevant were the topics discussed at the event to your interests and needs?

- Very Relevant
- Relevant
- Neutral
- Irrelevant
- Very Irrelevant

3.2 How would you rate the quality of the presentations/sessions?

- Excellent
- Good
- Average
- Poor
- Very Poor

3.3 Which session(s) did you find the most valuable? Why?

4. Speakers/Panelists

4.1 How would you rate the performance of the speakers/panelists?

- Excellent
- Good
- Average
- Poor
- Very Poor

4.2 Was there a particular speaker or panelist who stood out to you? Please specify.

5. Event Impact

5.1 How would you rate the impact of the event on your knowledge/skills?

- Very High Impact
- High Impact
- Neutral
- Low Impact
- Very Low Impact

5.2 Did the event meet your expectations?

- Exceeded Expectations
- Met Expectations
- Neutral
- Did Not Meet Expectations
- Far Below Expectations

6. Logistics and Venue

6.1 How would you rate the event venue?

- Excellent
- Good
- Average
- Poor
- Very Poor

6.2 How would you rate the catering (if applicable)?

- Excellent
- Good
- Average
- Poor
- Very Poor

7. Networking Opportunities

7.1 How would you rate the networking opportunities provided at the event?

- Excellent
- Good
- Average
- Poor
- Very Poor

7.2 Did you make valuable connections during the event?

- Yes
- No

8. Suggestions for Improvement

8.1 What did you like the most about the event?

8.2 What did you like the least about the event?

8.3 Do you have any suggestions for improving future events?

8.4 Are there any topics you would like to see covered in future events?

9. Additional Comments

9.1 Please provide any additional comments or feedback.

6. Resource List

Annotated List of Additional Resources and References on First-Generation College Student Support and TRIO Programs

1. TRIO Programs Overview

- **Link:** [U.S. Department of Education TRIO Programs](#)
- **Description:** This official page from the U.S. Department of Education provides an overview of TRIO programs, including Upward Bound, Talent Search, and Student Support Services. It offers insights into each program's objectives, eligibility requirements, and application processes.
- **Purpose:** To comprehensively understand the various TRIO programs and their roles in supporting disadvantaged students.

2. Council for Opportunity in Education (COE)

- **Link:** [Council for Opportunity in Education](#)
- **Description:** COE is dedicated to expanding college opportunities for low-income, first-generation students and students with disabilities. Our website features resources, advocacy information, and updates on federal policies affecting TRIO programs.
- **Purpose:** To provide detailed information on COE's initiatives, resources for TRIO programs, and advocacy efforts.

10. Contact Information (Optional)

If you would like us to follow up with you regarding your feedback, please provide your contact information below.

- Name:
- Email:
- Phone Number:

Thank you for your feedback!

3. First-Generation College Celebration

- **Link:** [First-Generation College Celebration](#)
- **Description:** A dedicated page for the annual First-Generation College Celebration, including ideas for events, promotional materials, and success stories from past celebrations.
- **Purpose:** To inspire and assist institutions in planning and executing their own celebrations of first-generation college students.

4. Research on First-Generation College Students

- **Link:** [Journal of College Student Retention: Research, Theory & Practice](#)
- **Description:** This academic journal publishes peer-reviewed research articles on the retention of college students, with a significant focus on first-generation and low-income student populations.
- **Purpose:** To provide access to scholarly articles and research findings on the challenges and successes of first-generation college students.

5. *Project Success Stories and Best Practices*

- **Link:** [What Works Clearinghouse \(WWC\)](#)
- **Description:** The WWC reviews existing research on educational programs, practices, and policies, including those targeting first-generation and low-income students.
- **Purpose:** To offer evidence-based recommendations and summaries of successful educational interventions for first-generation college students.

6. *Federal TRIO Programs Regulations and Guidelines*

- **Link:** [Office of Management and Budget \(OMB\) Uniform Guidance](#)
- **Description:** The OMB Uniform Guidance details cost principles, administrative requirements, and audit requirements for federal awards, including TRIO program funding.
- **Purpose:** To provide clear guidelines on the financial management and regulatory compliance of TRIO projects.

7. *Books on First-Generation Student Experiences*

- **Link:** [“First in the Family: Advice About College from First-Generation Students” by Kathleen Cushman](#)
- **Description:** This book features first-hand accounts and advice from first-generation college students, offering valuable insights into their experiences and challenges.
- **Link:** [“FIRST GEN” by Alejandra Campoverdi](#)
- **Description:** This book explores the challenges and triumphs of being first-generation, offering an intimate and powerful account of navigating generational expectations, achieving success, and finding one’s true identity.

- **Purpose:** To provide personal narratives and practical advice for first-generation students and those who support them.

8. *National Center for Education Statistics (NCES)*

- **Link:** [National Center for Education Statistics \(NCES\) - First-Generation Students](#)
- **Description:** The NCES offers data and reports on the demographics, enrollment patterns, and outcomes of first-generation college students.
- **Purpose:** To provide statistical data and comprehensive reports for researchers, policymakers, and educators interested in first-generation student trends.

9. *TRIO Alumni Stories and Impact*

- **Link:** [TRIO Alumni Stories - COE](#)
- **Description:** This page showcases success stories from TRIO alumni, highlighting the impact of TRIO programs on their educational and professional achievements.
- **Purpose:** To inspire current students and provide evidence of the long-term benefits of TRIO programs.

These resources collectively offer a broad spectrum of information, from regulatory guidelines and academic research to practical tools and personal stories, all aimed at enhancing the support provided to first-generation college students and ensuring the success of TRIO programs.

7. Sample Event Agendas

Here's a set of sample agendas for different types of National First-Generation College Celebration Day events. These agendas offer inspiration and guidance for organizers looking to structure their events based on various formats and objectives.

Sample Agenda for a Panel Discussion

Event Name: First-Generation College Celebration Panel Discussion

Date: [Insert Date]

Time: 9:00 AM - 11:30 AM

Location: [Insert Location]

Time	Activity	Details
9:00 AM	Registration & Welcome	Attendees check-in, receive materials, and find seats.
9:15 AM	Opening Remarks	Welcome speech by Event Coordinator
9:30 AM	Panel Introduction	Moderator introduces panelists
9:45 AM	Panel Discussion	Panelists share their experiences and insights
10:30 AM	Q&A Session	Audience asks questions
11:00 AM	Closing Remarks	Moderator concludes the discussion
11:15 AM	Networking	Informal networking session
11:30 AM	Event Conclusion	End of the event

Sample Agenda for a Workshop

Event Name: First-Generation Student Success Workshop

Date: [Insert Date]

Time: 1:00 PM - 4:00 PM

Location: [Insert Location]

Time	Activity	Details
1:00 PM	Registration & Welcome	Attendees check-in and receive workshop materials
1:15 PM	Icebreaker Activity	Facilitator leads an icebreaker to engage participants
1:30 PM	Workshop Introduction	Overview of workshop objectives and agenda
1:45 PM	Session 1: Academic Success Strategies	Interactive session on effective study habits
2:30 PM	Break	Light refreshments
2:45 PM	Session 2: Financial Literacy for First-Gens	Workshop on managing finances and resources
3:30 PM	Session 3: Building a Support Network	Discussion on finding mentors and support groups
4:00 PM	Closing Activity & Feedback	Participants share takeaways and complete feedback forms
4:15 PM	Event Conclusion	End of the event

Sample Agenda for Campus Tours

Event Name: First-Generation Campus Tour

Date: [Insert Date]

Time: 10:00 AM - 1:00 PM

Location: [Insert Location]

Time	Activity	Details
10:00 PM	Registration & Welcome	Attendees check-in and receive tour maps
10:15 PM	Opening Remarks	Welcome speech by Tour Coordinator
10:30 PM	Campus Tour Begins	Guided tour of key campus locations
11:30 PM	Visit to Student Services	Introduction to support services and resources
12:00 PM	Lunch & Informal Q&A	Lunch provided, open Q&A with student ambassadors
12:30 PM	Campus Tour Resumes	Continuation of the guided tour
1:00 PM	Event Conclusion	End of the event

Sample Agenda for Community Service Projects

Event Name: First-Generation Community Service Day

Date: [Insert Date]

Time: 8:00 AM - 12:00 PM

Location: [Insert Location]

Time	Activity	Details
8:45 AM	Registration & Welcome	Attendees check-in and receive project assignments
8:15 AM	Opening Remarks	Welcome speech by Project Coordinator
8:30 AM	Community Service Project Briefing	Overview of project goals and safety instructions
8:45 AM	Service Project Begins	Attendees begin working on assigned tasks
10:15 AM	Break	Light refreshments
10:30 AM	Service Project Resumes	Continuation of the project work
11:45 AM	Wrap-Up & Reflection	Group reflection on the impact and experience
12:00 PM	Event Conclusion	End of the event

These sample agendas provide a framework for organizers to tailor their events to their specific needs and objectives, ensuring a successful and impactful First-Generation College Celebration Day.

8. Media Contact List

Sample Media Contact List for National First-Generation College Celebration Day Events

Local Newspapers

Outlet	Contact	Email	Phone Number	Notes
				Covers local education news.
				Interested in community events.
				Focuses on student stories.

Radio Stations

Station	Contact	Email	Phone Number	Notes
				Popular morning show.
				Community events segment.
				Features student interviews.

TV Channels

Channel	Contact	Email	Phone Number	Notes
				Local news and events coverage.
				Interested in education segments.
				Prime time news slot.

Online News Platforms

Channel	Contact	Email	Phone Number	Notes
				Covers hyper-local stories.
				Focus on student achievements.
				Interested in campus news.

Tips for Media Outreach

- **Personalize Your Approach:** Tailor each outreach message to the specific media outlet and contact person.
- **Provide Comprehensive Information:** Include event details, dates, locations, and key highlights in your communication.
- **Interviews:** Arrange for spokespersons, such as event organizers, first-generation students, and notable speakers, to be available for interviews.
- **Follow Up:** Follow up with a call or email to confirm receipt and express your enthusiasm for potential coverage after initial contact.

This template provides a structured format to fill in the contact information for various media outlets, facilitating outreach and increasing visibility for National First-Generation College Celebration Day events.

9. Volunteer Recruitment Guide

Volunteer Recruitment and Management Guide for First-Generation College Celebration Day

Introduction

Recruiting and managing volunteers effectively is crucial for the successful planning and execution of National First-Generation College Celebration Day events. This guide provides strategies to help organizers build a strong volunteer team by identifying volunteer roles, conducting recruitment outreach, providing training and orientation, and expressing gratitude.

1. Identifying Volunteer Roles

a. Event Planning Committee

- **Role:** Assist in the overall planning and coordination of the event.
- **Responsibilities:** Attend planning meetings, brainstorm ideas, assist with logistics.

b. Registration and Welcome Team

- **Role:** Manage check-in and welcome attendees.
- **Responsibilities:** Greet attendees, manage registration tables, distribute materials.

c. Set-Up and Clean-Up Crew

- **Role:** Assist in setting up and dismantling event spaces.
- **Responsibilities:** Arrange furniture, set up decorations, clean up after the event.

d. Technical Support Team

- **Role:** Handle audio-visual equipment and technical needs.
- **Responsibilities:** Set up and operate projectors, microphones, and laptops.

e. Hospitality Team

- **Role:** Provide support with catering and refreshments.
- **Responsibilities:** Set up food and drink stations, ensure cleanliness, assist attendees.

f. Session Moderators

- **Role:** Facilitate panel discussions and workshops.
- **Responsibilities:** Introduce speakers, manage Q&A sessions, keep track of time.

g. Marketing and Promotion Team

- **Role:** Assist with event promotion and social media outreach.
- **Responsibilities:** Distribute flyers, manage social media accounts, engage with the community.

h. Volunteer Coordinators

- **Role:** Manage and oversee volunteers.
- **Responsibilities:** Assign roles, provide support, ensure volunteers are engaged and informed.

2. Conducting Recruitment Outreach

a. Targeted Outreach

- **Campus Organizations:** Reach out to student clubs, fraternities, sororities, and academic societies.
- **Community Groups:** Engage local organizations and non-profits that align with the event's mission.
- **Social Media:** Use platforms like Facebook, Instagram, and Twitter to post volunteer opportunities.

b. Volunteer Platforms

- **Online Platforms:** Post volunteer opportunities on platforms like VolunteerMatch, Idealist, and Handshake.
- **Campus Resources:** Utilize university career services and volunteer centers to promote opportunities.

c. Information Sessions

- **Host Sessions:** Organize information sessions to explain the event and volunteer roles.
- **Engage Participants:** Use these sessions to answer questions and sign up interested volunteers.

3. Providing Training and Orientation

a. Orientation Sessions

- **Overview:** Provide a comprehensive overview of the event, its purpose, and logistics.
- **Roles and Responsibilities:** Clearly outline volunteer roles and expectations.

b. Training Workshops

- **Specific Skills:** Offer training for roles that require specific skills, such as technical support or session moderation.
- **Role-Playing:** Use role-playing exercises to prepare volunteers for interactions with attendees.

c. Resources and Materials

- **Handbooks:** Provide volunteers with handbooks detailing their roles, schedules, and contact information.
- **Online Resources:** Create an online repository with training materials, schedules, and updates.

d. Communication Channels

- **Regular Updates:** Use email, group chats, or project management tools like Slack to keep volunteers informed.
- **Point of Contact:** Designate a volunteer coordinator as the main point of contact for any questions or concerns.

4. Expressing Gratitude

a. Acknowledgment

- **Personal Thank-Yous:** Send personalized thank-you notes or emails to each volunteer.
- **Public Recognition:** Acknowledge volunteers on social media, event programs, or during the event.

b. Appreciation Events

- **Post-Event Gathering:** Host a small gathering or party to celebrate the success of the event and thank volunteers.

- **Certificates and Awards:** Provide certificates of appreciation or small awards to recognize outstanding contributions.

c. Feedback and Improvement

- **Surveys:** Distribute surveys to gather feedback from volunteers about their experience.
- **Continuous Improvement:** Use the feedback to improve future volunteer management practices

Effective recruitment and management of volunteers are key to the success of First-Generation College Celebration Day events. By following these strategies, organizers can build a dedicated volunteer team, ensure smooth event operations, and create a positive experience for all involved.

Conclusion

We encourage campuses, agencies, and communities to utilize these resources to plan and execute meaningful celebrations that uplift and empower first-generation students. By highlighting their accomplishments and sharing their stories, we amplify the importance of equitable access to higher education.

Let us continue to support and advocate for first-generation college students, ensuring they have the tools and opportunities they need to succeed. Together, we can foster inclusive environments where every student, regardless of background, can thrive and contribute to a more just and equitable society. Thank you for being so committed to celebrating and supporting first-generation college students. Your dedication makes a difference in shaping the future of higher education.

We extend our heartfelt gratitude to the Council for Opportunity in Education (COE) and NASPA's Center for First-generation Student Success members for their invaluable contributions to the National First-Generation College Celebration and unwavering support in creating this toolkit. Their commitment to advancing educational equity and supporting first-generation students has been instrumental in shaping this resource.

We also wish to acknowledge the dedication and efforts of TRIO Program staff and alumni, who tirelessly work to empower students and foster academic success. Your passion for student advocacy and commitment to educational access have enriched countless individuals' lives and profoundly impacted campuses nationwide.