



COLLEGE**PREP**GENIUS

host a class

checklist

2014

\*Winner of 2013's Blue Ribbon Award for Best College Prep Resource, The Excellence in Education Award, and Homeschooling Seal of Approval.

**T**hank you so much for your interest in bringing College Prep Genius to your hometown. For your convenience, here's a checklist for organizing a class. It's a very simple and easy process. All you have to do is follow the step-by-step downloadable guide found here: <http://www.collegeprepgenius.com/wp-content/uploads/2013/07/Step-By-Step-Guide.pdf>

*As a class organizer your teen(s) will be free (they are not included in the minimum). In addition, your students will each receive a FREE workbook and textbook and your family will receive one complimentary DVD set. As an added "thanks," your family will receive High School Prep Genius and our 6 book VocabCafé books absolutely free! (A \$500 Value!)*

## CLASS PRICE

Minimum student number: 12 (no maximum)

Class host can keep the class small for a more intimate atmosphere which maximizes interaction between students and instructors.

**Price: \$249 per student (which includes cost of all class materials\*) Siblings-\$149**

The College Prep Genius team will finalize the class once the class has 10 paid students registered. Then we will book the flight, add the info on our website, and finalize all the classroom arrangements.

\*There is special pricing for schools, or larger groups. Students learn all the College Prep Genius tips and tricks as well as receive materials. For more information please inquire at [info@collegeprepgenius.com](mailto:info@collegeprepgenius.com) or call 817-282-7737.

No refunds are issued unless a class does not reach the minimum number required. If a class makes and registered student cannot attend, they will be transferred to another class of their choosing free of charge.

*We do not have a class maximum.*

## EXAMPLE OF 2 DAY CLASS SCHEDULE

9:00AM – 2:30PM	(break and lunch)
4:00PM – 9:30PM	(break and a dinner)
12-5:30PM or 1-6:30PM	(breaks only)

\* Hosts do not incur any additional expenses to organize a class. College Prep Genius covers all instructor fees, airfare, hotel, rental car and miscellaneous expenses; which is why each class requires a minimum of students. Class rates are set at the scheduling of the class. Hosts may cap class sizes at their discretion.

## The College Prep Genius class fees are as follows:

- \$249 per student which includes the College Prep Genius Textbook, Workbook and DVD set!
- \$149 for siblings who will receive the College Prep Genius Textbook, Workbook.
- \$ 125 for alumni students and \$150 (large) and those who own the materials
- \$50 late fee for anyone registering less than two weeks before the class starts (There will be a registration cut-off date due to mailing products to the class.)

Due to travel expenses, etc., class tuition is non-refundable.

EXAMPLE  
OF 2 DAY  
CLASS  
SCHEDULE

## Your Responsibilities

Please help us in providing an appropriate location for the class. The room must include adequate seating (chairs and tables), and a projector screen or clean white wall.

We ask that you collect registration forms and fees in order to initially set up class. (It seems more accountable.) Students can register and pay through our website once minimum is met.

## Advertising your class to FIND INITIAL SIGN UPS:

- Home school support groups in your area are a great advertising resource. You can find a list of support groups by state/county at <http://homeschooling.gomilpitas.com/weblinks/support.htm#.UccZaZy1umR>
- Check the following websites for hybrid schools in your area:
  - Classical Conversations: <http://www.classicalconversations.com/>
  - Veritas Classical Schools: <http://www.veritasschools.com/>
  - Masters Academy of Fine Arts in your area: <http://www.reclaimrestorerelease.com/locations>
- Christian Schools in your area
- Churches and sports teams
- Public High Schools in your area, PTAs, teachers or guidance counselors

## EXAMPLE OF 2 DAY CLASS SCHEDULE

With your participation with the College Prep Genius class, your students will join the ranks of thousands of others across the nation who have learned the unique tips and exclusive strategies to scoring high on the SAT and PSAT/NMSQT. Many of these students have raised their scores between 300-600 points.

To make your part a lot easier, we have created three preformatted e-mails (intended for sending out to your prospective parents/students). Please see the checklist on the next page to learn the appropriate time for sending them. All you have to do is copy/paste the information below and send it out. Please replace the RED lines with the actual details for your class.

Finally, during the class period we have a meal break. Many parents choose to have their students bring a sack lunch; however, some organizers like to order pizza/subs as a group. Please decide which option is best for your group.

Blessings,

The College Prep Genius Team  
(817) 282-PREP (7737) \_  
[classes@collegepregenius.com](mailto:classes@collegepregenius.com)  
[www.collegepregenius.com](http://www.collegepregenius.com)

## Class Hosting Checklist

Download this flyer: <http://www.collegeprepgenius.com/wp-content/uploads/2013/07/Sample-Class-Flyer.pdf> (Edit with your own information)

***In order to finalize the class; it is set based on initial interest so encourage people to respond to you ASAP!***

The best way to “advertise” is to send out the edited flyer to all your groups (friends, support groups, schools, churches, co-ops, sports groups, etc.). Some people like to get the minimum students first and then pick a date and others set the date and then get the students. (It is up to you but our class dates fill up quickly so it is best to get commitments either way ASAP.)

You can also create a Facebook Event by using the example inside this document.

To make class sign-up easier to track, we will create an online class roll through google docs. You must create a Google account (Not GMAIL) to use this feature. Using the link, you can add students at any time. You can enter the information directly from the registration form into the spreadsheet. We will also add students who sign up online or via phone. The registration form should be updated to include student email address and parent cell number both of which are collected on the class roll form.

After you pick a day, time and place, our class coordinator will send you a new flyer to send out with all the class information. The class is 2 days (5 ½ hrs with a 5 minute break each hour and a 25 minute break for lunch/dinner). Please send the following information to [classes@collegeprepgenius.com](mailto:classes@collegeprepgenius.com)

Class Date:

Class Time: (e.g. 9-2:30, 1-6:30, 4-9:30)

Location: (if unknown just put TBA)

Your address: (for registration forms)

Your best contact numbers/email:

Lunch/Dinner plans: (e.g. sack lunch, bring \$ for pizza...)

# Class Hosting Checklist

*Some hosts have parents sign-up to bring snacks for the kids.*

After we get the above information, we will put the information on our website when you have the minimum students registered. Also, due to procrastination, there is added a late fee and cut off date to help ensure early registrations.

Here are important deadlines for you to fill out:

Confirm Class Date: \_\_\_\_\_

Send out initial flyer: \_\_\_\_\_ (downloaded & edited)

Send out email #1: \_\_\_\_\_ (with info/articles at bottom of page)

Send out reminder email #2: \_\_\_\_\_ (for those who haven't signed up yet)

Send out receipt email #3: \_\_\_\_\_ (after you receive registration)

Late Fee: \_\_\_\_\_ (2 weeks before class)

Sign-Up Deadline: \_\_\_\_\_ (1 week before class)

You have permission to copy and paste any of our published articles that are on the College Prep Genius website and send them out to your groups. They contain pertinent information on getting free college, receiving scholarships, college prep tips, etc. For convenience, a few pertinent articles are included in this packet. Find more articles at <http://www.collegeprepgenius.com/articles>.

*When you send out email #1, notate how you found out about the class in the editable box under "Dear Friends:" For example, one class host wrote: "I had the privilege of hearing Jean Burk speak at a convention and I knew we needed to have her program come to our town!"*

## EMAIL #1

Dear Friends:

The College Prep Genius 2-day workshop will be a hands-on training event that will help your student prepare for the SAT and PSAT. The class will present key ways to look at each section of the PSAT/SAT, and many class alumni have increased their scores as much as 600 points!

This course is good for ALL high school students: public, private, or home school. They only need to be serious about acing the SAT to get scholarships and even free rides to college. Even 7th & 8th graders can gain valuable knowledge from this course!

College Prep Genius is Coming to Our City!

Location: \_\_\_\_\_

Address: \_\_\_\_\_

Day, time: \_\_\_\_\_

In order to book a College Prep Genius instructor for our class, we need a minimum number of students. Please reply to this email to let me know if you are interested. See the attached flyer for registration details, deadline and what to bring.

Please note there is an early-bird discount, so don't delay! Please feel free to forward this to your students or friends.

Here are a couple of recent "College Prep Genius" video testimonials: \_

<https://www.youtube.com/watch?v=URV4-Swg4I>

<http://www.youtube.com/watch?v=MkbstnD7Cug&feature=youtu.be>

Any questions, feel free to call: \_\_\_\_\_



## E-mail #2

(send out to those who expressed interest after receiving the flyer)

## College Prep Genius REMINDER:

Class Date: \_\_\_\_\_ Class Time: \_\_\_\_\_

If you are still interested in your student attending the College Prep Genius class and you have not reserved a spot, this is your last chance. Every student will need their own book and workbook, and we need to get a final headcount for the class roster. Final deadline to be included in this class is \_\_\_\_\_.

**After this date, the tuition will be \$299.**

If you are already signed up and have not paid, to hold your spot please pay by \_\_\_\_\_.

The SAT class now includes the highly recommended DVD class review. This 4-disc DVD set covers an extensive review of the College Prep Genius materials as discussed in the class. It's the essential follow-up guide for students who truly want to get FREE College. In order to solidify the class strategies, most students will find this class review extremely beneficial and the perfect way to reinforce how to apply this information appropriately.

## E-mail #3x

(send out as a receipt after payment)

Dear (Parent's name):

Thank you for (student's name) registration. Please allow this email to serve as notice of receipt of your non-refundable registration for our (your city) College Prep Genius class.

**\$249 for the cost of the "Master the SAT Class" tuition and DVD.**

**(add \$149 for each sibling if applicable)**

Your check will be held until completion of the College Prep Genius event on (class date). We look forward to seeing you at the upcoming class. If you should have any questions in the interim, please do not hesitate to contact me.

Please continue to spread the word to others that you know who may be interested in this outstanding class. We still have room available for more students.

[www.CollegePrepGenius.com](http://www.CollegePrepGenius.com)

## How to Create a Facebook Event

- \*Go to Events
- \*Create New Event
- \*Fill in the following information

Name: College Prep Genius Class

Details:

College Prep Genius will be offering their incredible SAT prep class for our group! This revolutionary course will give students all the tools needed to conquer the SAT and PSAT/NMSQT. Students will learn the logical patterns behind standardized test questions as well as necessary strategies that can help increase their test scores tremendously. A high score on the SAT or PSAT/NMSQT can open doors to college entrance and colossal scholarships that could include full tuition, room and board, honors dorms, graduate money and stipends to study abroad! Many of their students have raised their test scores as much as 600 points and received scholarships over \$200,000 from Ivy League schools. College Prep Genius has been featured on NBC, CBS, FOX, WETV, ION, TXA21 and The Homeschool Channel. College Prep Genius was recently awarded the 2013 Blue Ribbon Award for Best College Prep Resource, Education in Excellence Award, and Homeschooling Parent Seal of Approval.

**Registration is \$249 per student (\$149 sibling). In order to meet the class minimum and avoid the late fee, please sign-up ASAP!**

For more information watch College Prep Genius; founder, Jean Burk, give speeches on “How to Ace the SAT” and “Free College Can Happen to You”, at [www.collegeprepgenius.com/freedownload](http://www.collegeprepgenius.com/freedownload)

PLEASE SHARE THIS PAGE TO SPREAD THE WORD!

Where: \_\_\_\_\_

When: \_\_\_\_\_

\*Then hit the create button.

Feel free to use photos from our website as the event photo. To download a picture go to [www.collegeprepgenius.com](http://www.collegeprepgenius.com).

## How Soon Should Test Prep Start

Most students wait until they are in their junior or senior year before they start preparing for the SAT. After all, graduation and college are around the corner. Unfortunately, this can actually be a BIG mistake! The longer students wait to start preparing, the less time they have to improve. The SAT is too important to put off. Scoring high on this test could mean both acceptance into the perfect college and the scholarships to pay for it.

The key to doing well on the SAT is learning the recurring patterns, hidden strategies and the test-taking techniques that are universally effective on every test. Then PRACTICING is the key. It's one thing to have a toolbox, and another to know how to use the tools. As students continue to make practicing a priority, they will be able to answer questions faster and solve problems more accurately.

The SAT and PSAT/NMSQT are tests of logic and critical thinking. They are not IQ tests. This means they are not fact-based, content-intensive exams that require students to regurgitate what they learned in school. These tests must be approached with a logical foundation; otherwise when students attempt to tackle them like normal tests, they fail. Even really smart students with high GPAs who take AP and honors classes bomb these tests! Test-makers design these tests to trick the "Average Joe" and reward the student with a critical eye. It's all the more reason students need extra time to start preparing.

Ideally, ALL 9th graders should learn how to take the PSAT/NMSQT and SAT (7th grade if they are doing the DUKE TIP Letter or other talent searches). The PSAT/NMSQT qualifies students for scholarships during their junior year. It is created by the ETS (The same division of The College Board that writes the SAT). The two tests are almost identical, so as students study for the PSAT/NMSQT, in turn they will be preparing for the SAT.

Don't worry if your student doesn't have "all" the math down. The mere fact that they are learning how to take the test is the most important factor.

## Articles to send out

The math will eventually come, so in the meantime they can be working on the others sections: Critical Reading and Writing. It is like a marathon— no one starts out running 26 miles the first day. Runners start out slow and build up to the entire distance. In the same manner, students need only spend about 30 minutes to an hour a week as a ninth grader on these tests. Eventually they will build up to more hours and then full-length tests.

Keep in mind there is a wrong way and a right way to practice for the SAT and PSAT/NMSQT. Start by learning to find the recurring patterns on the test, and then continue by practicing using only materials from the test-makers themselves (The College Board). Then, as students practice, it is imperative that they go back over the questions they miss and identify their weaknesses and common mistakes so they can avoid these bad habits in the future.

Any coach will tell you that concentrated energy and numerous hours of practice is the only way to improve at a sport. The same approach applies to the SAT. Incorporating quality study patterns on a daily basis can give students the skills they need to succeed.

By making the PSAT/NMSQT and SAT a priority in the early high school years, students can avoid cramming at the last minute on a test that has very little to do with content. Learning the logical approach to test-taking as soon as possible is the key to doing well. An early start to test preparation will lessen test anxiety and put time back on the side of the student.

## SAT vs. ACT

Years ago, deciding whether to take the SAT or ACT wasn't even an issue. Back then, the ACT was traditionally required by colleges in the Midwest, and the SAT was the test of choice for the South and both east and west coasts. Now almost every university in the United States widely accepts both SAT and ACT results. Even if a school prefers one over the other, admissions officers will usually convert the scores interchangeably.

Thanks to grade inflation, differences in curriculum difficulty and teaching quality, a 4.0 at one school can vary greatly from a 4.0 at a different school. Colleges rely on standardized tests to help compensate for these differences. In addition, these scores serve as a reliable predictor of how a student will perform academically in their first year of college.

The SAT and the ACT are both intended to test a student's knowledge of the fundamentals. However, the two test creators are guided by very different philosophies. The SAT and ACT are significantly different tests, and in many ways, they measure different skills in different formats and test different subject matters.

The SAT is a logic-based test and is designed to showcase a student's ability to use critical thinking and problem solving skills. The ACT is content-based and documents more of what was learned during high school. Nonetheless, this contrast isn't exactly airtight. Many questions on the ACT test critical thinking, and the range of material on the SAT is based on basic high school knowledge.

Out of the two, the SAT is the most widely taken entrance examination. It is designed to test a student's skill level in math, vocabulary, and reading comprehension. The SAT tries to assess the "innate ability" of students. It does so by using tricky and confusing phrasing to determine skill level (i.e. the student's performance under pressure and the ability to identify what's being asked). It isn't necessary measuring comprehension on a specific subject, but rather how well a student can critically think through a problem.

## SAT vs. ACT

Although the SAT has shorter sections and is scored on a three digit system. Improving an SAT score requires a student to understand basic test-taking tricks.

The ACT is designed to test skill levels in English, math, reading, and science reasoning. The ACT focuses on the knowledge acquired during high school, meaning that the test assesses subjects and skills found in a typical student's curriculum. It does contain trigonometry and an optional longer writing section. The ACT has only a two digit scoring system and sometimes a single point can be the difference between getting into college and not. To do well, students must study actual subject matter.

Both the ACT and the SAT ultimately test your ability to think, and both cover the basics of a high school education. Therefore, learning critical thinking skills can benefit both tests and can also help on other standardized exams such as AP, CLEP, LSAT, ISEE, etc. More than that, the skills used in preparing for the SAT will also be extremely helpful in preparing for the PSAT/NMSQT. This is a test taken in a student's junior year that could yield incredible scholarships like full tuition, free room and board, graduate school money, study abroad stipends, and more.

Even though the SAT and ACT are very different tests, they both fulfill the same role in the admissions process of getting into college. However, each test rewards different aspects of a student's ability, so performing well on a certain test may boil down to the type of student that takes it. Depending on their particular strengths and weaknesses, some students may perform much better on one test than the other. As a result, many students are now considering both the SAT and ACT--to figure out which test provides a better showcase for their abilities.

**To read more published articles about scholarships, test taking tips and college prep, go to:**

<https://www.collegeprepgenius.com/articles/>