



COLLEGE **PREP** GENIUS



2019 checklist
class coordinator

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College Prep Genius is honored to be ranked in the “Top Ten Best In-Person SAT Program” by The Best Schools.

Thank you so much for your interest in bringing College Prep Genius to your hometown. Due to the high demand for our boot camp, classes are on a first-come basis and are finalized once the host has “8 checks in hand”. For your convenience, here’s a checklist for organizing a class. It’s a very simple and easy process.

Here’s an overview:

- 1. Set a tentative class date with the CPG team. 817.282.7737**
- 2. Download and edit the No Money for College flyer and send and post to all your contacts. fb U_YU>D9; L**
- 3. Receive 8 checks in hand from serious families.**
- 4. Contact CPG to finalize class date.**
- 5. Receive detailed class flyer and site registration link.**
- 6. Continue promoting the class.**

Host Bonus

As a class organizer your student will receive the following:

- *Free attendance for free with 10 (Continental US) full price students in attendance (Your kids are not included in the minimum).*
- *Bonus Comprehensive eCourse*
- *Complete College Prep Genius Hard Copy library*
 - *College Prep Genius Textbook*
 - *High School Prep Genius Guide Book*
 - *Complete Vocab Café books*

(A \$600+ Value!)

- **Volume Bonus** *(Continental US Classes Only):*
 - *11 to 15 Students, \$100 Amazon Gift Card*
 - *16 to 24 Students, \$250 Amazon Gift Card*
 - *25+ Students, \$500 Amazon Gift Card*

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Class Price

\$295 Class tuition. Includes bonus Fundamental eCourse.*

\$195 Sibling tuition. Includes bonus Fundamental eCourse.*

\$150 Alumni tuition**

\$50 Comprehensive Upgrade Booster Pack which includes all of the eReaders, (6 Vocab Cafe Series and High School Prep Genius and 15 Secrets to Free College) if purchased after the Early Bird date. (\$117 value)***

** Fundamental eCourse includes College Prep Genius Textbook eReader*, College Prep Genius Workbook (PDF Download), SAT Essay Templates (eReader), Complete Homework Guide (PDF Download), Journal for Success (PDF Download)*

***Previous College Prep Genius Boot Camp Students (only eligible for students who attended class after May 2016)*

****Students who register for the boot camp during the Early Bird Offer period will receive the Comprehensive Upgrade Booster Pack for free. The Comprehensive upgrade includes all of the eReaders and downloads in the Fundamental eCourse, plus High School Prep Genius Guide Book* (eReader), 15 Secrets to Free College (eReader), and the Vocab Cafe Book Series* (eReaders). Class Tuition is non-refundable unless the class is canceled by College Prep Genius. This is generally due to the minimum of students not being met.*

Sample 2 Day Class Schedule

3:00 PM – 9:00 PM

(breaks and lunch)

9:00AM – 3:00PM

(breaks and a lunch)

12 – 6:00PM or 2 – 8:00PM

(breaks and a lunch)

*Class coordinators do not incur any additional expenses to organize a class. College Prep Genius covers all instructor fees, airfare, hotel, rental car and miscellaneous expenses for Continental US classes; which is why each class requires a minimum of students. Class rates are set at the scheduling of the class. The class can be as large as the venue allows comfortably.

Class Coordinator Responsibilities:

Download the editable Early Bird registration “8 checks in hand” [flyer](#) and send/post to contacts.

Recruit the rest of the students, a minimum of 10 (Continental US) students at full-price. Siblings are counted as 1/2 student. These families can register online once the information is on the CPG site.

Provide an appropriate *location for the class. The room must include adequate seating (chairs and tables), and a projector screen or clean white wall. Facilities fees may apply. (If so, host can divide and pass the cost to the students.)

Receive emails from CPG with helpful webinar and article links that answer most questions. Use them to advertise and help fill up the boot camp and **Send** it out to your contacts and **Post** on your social media.

Collect checks and manually add parent/student information to the roster on the tab, “check payments” from the “8 checks in hand” as well as your students. (notate “host” under check #) Online registrations are automatically added to the roster.

Boot Camp Facility

Print host checklist on page 10-12 with instructions leading up to the class as well as the day of the boot camp.

Assist the instructor each day of the class with set up and any small administrative tasks needed. The class coordinator or an assigned adult **must** be present during the boot camp to support the success of the instructor and students.

Facility Accommodation Requirements:

- Restrooms
- Drinking water
- Functioning A/C or heat
- Semblance of privacy
- Tables/chairs or desks

Room must be adequate to hold all students registered.

Promoting Your Boot Camp

Advertising your Boot Camp:

Send emails and flyer to all your contacts, neighbors and post on ALL social media such as Facebook, Twitter, and Pinterest. Also make personal phone calls within your network.

Here are some other groups:

- Home school support groups in your area are a great advertising resource. You can find a list of support groups by state/county at <https://hslida.org/orgs/>
- Google the following for hybrid schools in your area:
 - Classical Conversations:
 - Veritas Classical Schools:
 - Masters Academy of Fine Arts in your area:
- Christian/Private Schools in your area
- Churches and sports teams
- Public High Schools in your area, teachers, PTAs, or guidance counselors

With your participation with the College Prep Genius class, your students will join the ranks of thousands of others across the nation and other countries 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. (ACT as much as 9 points)

During the class period, we generally 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. Some hosts ask a few parents to bring snacks.

Promoting Your Boot Camp

The class is generally 2 days (6 hrs with a 5 minute break approx. every hour and a 25 minute break for lunch/dinner). Please send the following information to info@collegeprepgenius.com.

Class Date:

Class Time: (e.g. 9 – 3:00, 1 – 7:00, 3 – 9:00 or a combination)

Location:

Your address: (for administrative information and to ship materials to if applicable)

Your best contact numbers/email:

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

Any special requests:

All families who register online will receive the *eCourse log-in information, class details and reminder emails before the class.

To help ensure that ALL students (including yours) are successful and motivated to practice after the boot camp, families will receive emails to do the following before the class:

1. Take [test #1](#) for a baseline score.
2. Watch the Scan and Score feature video to get results in seconds: collegeprepgenius.com/SSS
3. Download and print class outline notes and bring to class: collegeprepgenius.com/classnotes

*After the class, students will have access to the eCourse to go back over all the strategies and test-taking techniques. There will be reinforcing homework and once completed, students are instructed to retake the same test #1 to notate improvement. This should give them confidence and motivation to continue practicing to raise their scores even higher.

Thank You

Thank you so much for your interest in hosting a College Prep Genius boot camp.

We are looking forward to our time together, organizing a successful CPG Boot Camp for the students in your community.

Blessings,

The College Prep Genius Team
(817) 282-PREP (7737)
info@collegeprepgenius.com
www.collegeprepgenius.com

Host Checklist

Host Checklist:

Week Before Class:

- You will receive the books in the mail a few days before the class if you are not in the DFW, TX area.
- Secure a trusted adult to stay during class times if you, the host, is unable. This helps ensure coverage for any unexpected occurrences.
- Check out the class room to make sure it is adequate, and manager is aware of the class.
- Give building manager/janitor's number and email to the teacher.
- Confirm any snacks that parents may bring for the students (optional)
- Confirm any food that will be picked up for students. I.e pizza, subs... (optional)
- Email teacher for introduction (His/her contact is on the roster.) Alert them of specific ways to enter building if no clear or facility has many entrances.
- Please check to see if there is a (wired-in) projector on site for the teacher and it is operational and has a remote. (The instructors have one but if one is available, it is easier for them to use it- especially when they fly) If there is, please let the teacher know.

Registered families will be sent a reminder email about the class details a few days before the class. It will also remind them to:

1. Take [test #1](#) for a baseline score.
2. Watch the Scan and Score feature video to get results in seconds: collegeprepgenius.com/SSS
3. Download and print class outline notes and bring to class: collegeprepgenius.com/classnotes

Host Checklist

Two Days Before Class:

- Touch base with instructor via phone.
- Print roster (online and check payment tab) for attendance.
- Make sure you received books for class. (If outside of DFW area.) If not contact CPG at 817.282.7737 or info@collegepregenius.com
- Download and print signage to hang up outside/inside for class: collegepregenius.com/classsigns

Day of Class:

- Bring printed roster for check-in
- Bring mailed books to class (if outside of DFW area)
 - Teachers may bring a few extra in suitcase.
- Arrive (45-60 minutes) early to set up class I.e. tables and chairs
 - Meet with teacher beforehand an hour on first day/30 minutes on second day.
 - Make sure A/C or heating is working
 - Hang up signs (inside and outside) to direct students to classroom
- Set up check-in area
 - Mark students in present/take roll (confirm with teacher)
 - Hand them a workbook (or put one on tables ahead of time)
 - Give out any extra books that were ordered (info on roster)

Host Checklist

- Host must stay during the entire class or arrange for another trusted adult to be on site.
- If a school, please make sure teacher has the security guard or janitor's number.

The Teacher will arrive approximately 1 hour early on first day/30 minutes on second day to meet host and set up the computer/projector etc.

Class starts promptly on time, so any late show-ups will have to review missed information on eCourse. To finish on time, teachers generally cannot wait for late students.

Important Links and Contact Information

Boot Camp Overview: collegeprepgenius.com/bootcamp-overview

Testimonials: collegeprepgenius.com/testimonials

EMERGENCY NUMBERS:

Jean Burk: 817.343.2511

Jim Burk: 817.880.4949

In the Media

College Prep Genius has been featured on these television networks:



Jean Burk is a Fox News contributor and has been featured on these radio stations:

