



COLLEGE**PREP****GENIUS**

2023 Host Guide

Checklist

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College Prep Genius is honored to be ranked in the “Top Ten Best In-Person SAT Programs” 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 10 registrations confirmed.* For your convenience, here’s a checklist for organizing a class. It’s a very simple process

We’ve simplified the process to organize a class. A quick checklist follows for reference

- 1. Read this Host Guide.**
- 2. Select your boot camp date and time.**
- 3. Choose and submit your boot camp location**
- 4. Advertise your boot camp with your network.**
- 5. Secure 10 paid students to confirm your *College Prep Genius* boot camp.**

We will be sharing emails in the coming days that will guide you through what you’ll need to do to complete the checklist and get your boot camp confirmed. Stay tuned!

Overview

Host Bonus

As a class organizer your student(s) will receive the following (\$800+ value):

- *Free attendance for your children with 10* full-paid students in attendance. Siblings and alumni are counted as 1/2 students. (Your children are not included in the minimum.)*
- *Bonus Comprehensive eCourse*
- *Complete College Prep Genius hard copy library*
 - *High School Prep Genius guide book*
 - *Complete Vocab Café books*

Volume Bonus (Continental US Only)

- *16 to 20 full-paid students, \$100 Amazon Gift Card*
- *21 to 30 full-paid students, \$250 Amazon Gift Card*
- *31+ full-paid students, \$500 Amazon Gift Card*

After Class Study Group

After the boot camp, many hosts form a study group with the students from the class. It allows accountability with the reinforcing homework along with watching the online videos together. CPG can provide a **free** Teacher's Guide and Student Syllabus for the group. Please see links in the after class host email or contact us at info@collegeprepregenius.com

Study groups are available for paid students from your hosted class, only.

Overview

Class Price

\$445 Class tuition. Includes Fundamental eCourse.*

\$345 Sibling tuition. Includes bonus Fundamental eCourse.*

\$195 Alumni tuition**

\$50 Comprehensive Upgrade Booster Pack which includes *High School Prep Genius guide book eReader, Complete Vocab Café eReaders, 15 Secrets to Free College eReader.* (\$117 value)***

*All eCourses include the SAT Essay Template eReader, Complete Homework Guide and Journal for Success PDF downloads.

**Previous College Prep Genius Boot Camp Students (only eligible for students who have attended a live boot camp class within the past 12 months).

****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 Café 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.

Overview

Sample 2-Day 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 number of students and no refunds. The class can be as large as the venue allows comfortably.

No Refund Policy

Due to expenses incurred when setting up a live class, there are no refunds unless a class is cancelled by *College Prep Genius*. Students can transfer to another scheduled class. It is the responsibility of the family to locate a class and communicate with *College Prep Genius* regarding which class they would like to attend. Students will still receive a 1-year membership access to the online eCourse.

Guarantee a Class

In most Continental U.S. States, a host may guarantee a class, date/time and instructor by paying in advance for ten full-paid students. If the host chooses to make an advance payment, he/she is responsible for collecting reimbursements from each family. Advance payments guarantee the class and are non-refundable, regardless of class attendance.

Boot Camp Facility

* Facility Accommodation Requirements:

- Restrooms
- Drinking water
- Functioning A/C or heat
- Semblance of privacy
- Tables/chairs or desks
- Electricity
- Outlets/extension cord
- Projector screen or white/blank wall

Room must be adequate to hold all students registered.

Sample facility ideas include church, school, library, home or community center.

If a facility requires a fee, hosts can charge each family a small fee to cover any expenses.

Parents in Class:

Parents of paid students are welcome to sit in on the class if:

1. The host/school/facility allows it.
2. There is enough room.
3. They sit in the back.
4. They are quiet. i.e. no chitchatting
5. They hold all questions until the end.

Unpaid students and/or siblings are not permitted to attend live boot camps.

Host Checklist

Host Checklist

Week Before Class:

- You will receive the books in the mail a few days before the class. If you are the DFW area, the instructor will bring books to class.
- Secure a trusted adult to stay during class times if you, the host, are unable. This helps ensure coverage for any unexpected occurrences.
- Check out the classroom to make sure it is adequate, and any manager/janitor is aware of the class.
- Give building manager/janitor's number and email to the instructor.
- Confirm any snacks that parents may bring for the students. (optional)
- Confirm any food that will be picked up or delivered 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 not 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 reminder emails about the class details. For optimal class experience, students should do the following:

1. Take [test #1](#) for a baseline score.
2. Score and save for later.

Host Checklist

Two Days Before Class:

- Touch base with instructor via phone.
- Print roster (Teacher Info 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@collegepressgenius.com.
- Download and print signage to hang up outside/inside for class: collegeprepgenius.com/classsigns
- 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.

Day of Class:

- Bring 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 an hour beforehand on the first day/30 minutes early 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 and textbook (or put one on tables ahead of time).
 - Give out any extra books that were ordered (purchase info is on roster).
- Host must stay during the entire class or arrange for another trusted adult to be on site.
- If at a school, please make sure teacher has the security guard's or janitor's number.

Host Checklist

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 shows will have to review missed information on eCourse. To finish on time, teachers generally cannot wait for late students.

Host should welcome students, go over the facility logistics and any specific rules for the building and boot camp class. For example,

- Restroom location
- No cell phone use during class
- Areas permitted for food/dining
- Door locking policies

Feel free to introduce the instructor, but it is not required.

After Class:

After the class, students will have access to the eCourse to go back over what they have learned. This is important in solidifying the strategies taught.

Important Links and Contact Info

Technical/Website Support: support@collegeprepgenius.com

Class Coordinator: 817.282.7737 ext. 3

Boot Camp Overview: collegeprepgenius.com/bootcamp-overview

Testimonials: collegeprepgenius.com/testimonials

Class Overview: collegeprepgenius.com/class-overview

EMERGENCY NUMBERS:

If you are unable to contact the teacher, please contact contact Jim or Jean for emergencies only.

Jean Burk: 817-343-2511

Jim Burk: 817-880-4949

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