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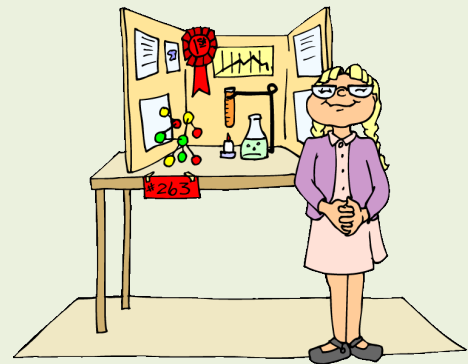
Introduction

Welcome CNH!

This guide will inform you on how to plan a Region College Expo! A Region College EXPO will showcase college admissions officers, representatives, and/or Circle K members from higher education institutions within or close to the region boundaries. The purpose of the Region College EXPO will be to help educate the members of each region on the opportunities for higher education.



Upperclassmen will get the opportunity to engage in meaningful conversations with and ask questions to the local institutions as the college application season commences



Kiwanians will also be present and will answer any questions and share information about the CNH Foundation Scholarship

What is an RCEC?

RCEC stands for **Region College Expo Coordinator**. The RCEC will be tasked with the planning and execution of the *Region College Expo*. Their duties include, but are not limited to:

- Contacting local colleges and universities (anything post-secondary) and inviting them to your RTC's College EXPO
- Creating a layout of the booths
- Making a map outline of the room to be included in the RTC program
- Recruiting Kiwanians willing to showcase the CNH Foundation Scholarship

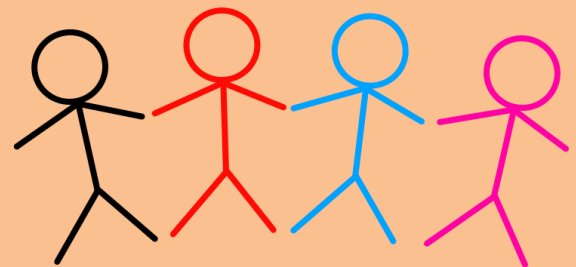


Benefits of being a RCEC:

- Build leadership skills
- Enhance communication skills
- Develop organizational skills
- Get connected with other RCECs
- Gain more insight and knowledge on college related topics
- Meet Key Clubbers from throughout the CNH Key Club District
- **IT'S FUN!!!**

Get to participate in planning events such as...

- *Region Training Conference*
- *District Convention*



Planning

Step 1 – Select the date and location

The Region team should get together to select a date, and pick a location to host the Region Training Conference, ensuring that the chosen venue has enough room to host a Region College Expo.



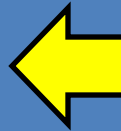
Step 2 – Invite colleges to attend

Ensure that the colleges you invite are ones that the members within your region are interested in learning more about. You can contact college representatives by phone or through email.



Step 4 – Create a directory

Once you have confirmed the list of colleges that will be attending the Region College Expo, it is crucial to create a directory of all the college booths, and to ensure that there is enough room for all of them.



Step 3 – Create a budget

Create a list of necessary items needed for this event, and whether or not it will cost anything. Some items to consider are: tables and chairs. It would also be nice to provide water and snacks for the representatives.



Step 5 – PROMOTE!!!

Promote this event to all of the members in the region, and explain to them how they can benefit from this experience.



Step 6 – Evaluate

Ensure that attendees are given a form to fill out and detail what they liked, didn't like, and what they thought could be improved concerning the Region College Expo.

FAQ (Frequently Asked Questions)

How early in advance should I start inviting colleges?

As early as possible! But definitely at least 2 months in advance.

How many RCECs are selected for each region and who selects them?

1 RCEC will be selected per region, unless an LTG requests to have a second one because they will be hosting a joint RTC. RCECs are appointed through an application process in which the District College Expo Coordinator reviews the applications and selects them. LTG's may also be contacted to serve as a consultant.

What do I say to college representatives when inviting them to attend the Region College Expo?

State who you are, and what you are representing. Then explain to them why it would be beneficial to their school to attend your region's Region College Expo. Make sure to also give them the exact location, and specific time they should arrive. Also let them know about where to park, and any other necessary information to help better accommodate them.

What if a college representative can't attend?

You can ask if they can send any alumni from their college. If not, you can ask them to send you promotional material so that you can distribute the information on them to the members at the Region College Expo. You should also check to see if that college has a Circle K club, and invite them to come and talk about Circle K and their college as well.

What should I provide attendees of the Region College Expo?

If your Region College Expo is really big, you should provide a directory of what colleges are in attendance. You should also provide bags for the attendees to store the information they receive. The RCEC(s) should also be present, and ready to help attendees get connected with the representatives in attendance.

More questions? Feel free to contact College Expo Coordinator, Broneka Kovarkez at cnhkc.collegeexpo@gmail.com