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Rhodes Alumni Volunteer (RAVE) College Fair handbook

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Download date	2026-04-16 16:54:51
Link to Item	http://hdl.handle.net/10267/20054

RAVE

Rhodes Alumni Volunteer Effort

College Fair Handbook
2008-2009

Administered by
Rhodes Office of Admissions
rhodes.edu/Admissions
1-800-844-5969

**If you agree to represent Rhodes at a college fair and find later that you cannot attend,
please call the Admissions Office immediately at 1-800-844-5969.**

INTRODUCTION

The College Fair Handbook describes the Rhodes Alumni Volunteer Effort (RAVE) and your role as a College Fair Representative for the Admissions Office. As a RAVE College Fair Representative, you serve as the most visible representative of the college.

This handbook provides an overview of your responsibilities as a College Fair Representative. Included are several documents you will find useful, such as the Road Piece, Financial Aid, Quick Reference and Class Profile. These materials will help you stay current with Rhodes' admissions standards and the latest college advancements. As you speak with prospective students, feel free to share personal experiences and anecdotal stories of your time as a Rhodes student. You, as a successful and active Rhodes alum, are our best advertisement; your personal testimonies give "life" to Rhodes.

STATEMENT OF PURPOSE

The purpose of RAVE is to connect prospective students with an informed and enthusiastic Rhodes graduate while also providing alumni/ae an opportunity to assist the Admissions Office in our recruiting efforts. We believe this personal contact with a Rhodes alumnus/a at a college fair may encourage a prospective student to apply to Rhodes and may improve the probability that quality students will accept an offer of admission. Therefore, RAVE complements the Admissions Office's enrollment goals.

RESPONSIBILITIES OF RAVE COLLEGE FAIR REPRESENTATIVES

- ∞ Represent Rhodes at college fairs in your area when admissions staff cannot attend.
- ∞ Complete and return evaluation reports and reply cards after each college fair you attend. Also, be sure to return the Rhodes tablecloth immediately following the college fair.
- ∞ Be available to contact referrals from the Admissions Office.
- ∞ Identify prospective students in your community and encourage them to consider enrolling at Rhodes.
- ∞ Encourage prospective students to visit Rhodes.
- ∞ Provide feedback to the RAVE coordinator about suggested changes in recruitment strategy, publications, and the RAVE organization.

ADMISSIONS BASICS AND ETHICS

All representatives of the Rhodes Admissions Office (staff and alumni) are asked to follow a standard of professional practices.

- ∞ Answer all questions as clearly and honestly as possible. If you cannot answer a question, do not try. Encourage a student to call the Admissions Office at 1-800-844-5969 or, locally, 843-3700 for further assistance.
- ∞ Do not answer questions or make comments about other colleges or universities.
- ∞ Review and study the current Visit Book. Answers to many of the questions students ask can be found in the Visit Book.
- ∞ Review the First-Year Profile. Knowledge of the Profile allows you to tell a prospective student what kind of applicant is accepted.
- ∞ Volunteer personal information to a prospective student that is based on your experience and facts. Separate your opinion from facts.
- ∞ Do not promise or speculate on a student's chances for admission, scholarship or financial aid. When questioned about a student's chance for acceptance or scholarship, refer to the First-Year Profile of the entering class and the Financial Aid Brochure. This will let a student know if he or she is in the "ball park." Remember, there are no sure bets.

ADMISSIONS PUBLICATIONS

In an effort to be more eco-friendly and to appeal to students' desire for online sources, we are printing fewer types of paper brochures and encouraging students to visit the website (rhodes.edu) for more information. We will include some or all of the following publications in the package you receive before a college fair.

- ∞ **Student Information Cards** – These information cards should be filled out by all interested students at a college fair. See page 3.
- ∞ **Roadpiece** – This brochure is a condensed version of our Visit Book and provides the quick facts for prospective students. This is our main publication when traveling and meeting students "on the road."
- ∞ **Financial Aid Brochure for Parents** – This brochure addresses commonly asked financial aid and scholarship questions. If you begin to run out of these, you may wish to save the last one as a table copy.
- ∞ **Profile of the entering class** – The one-page handout provides statistical information about gpa, class rank, etc., that prospective students find helpful.
- ∞ **How to apply** - While students may choose to apply either online or by traditional paper application, we strongly encourage students to apply online for free. Although Rhodes waives the \$45 application fee for online applicants, all applications receive equal consideration. Students wishing to apply using paper applications can download the two-part forms from our Web site. Students may also use the Common Application (online or paper) instead of the Rhodes Application. commonapp.org

THE COLLEGE FAIR

A college fair is an opportunity for students and their parents to talk to many different college representatives. The primary purpose is for students to meet a representative from Rhodes and to request further information from Rhodes. To the students, *you* are Rhodes. Your friendliness, enthusiasm, and professionalism reflect upon the College.

A. Invitations to College Fairs

1. Invitations to college fairs are usually mailed to the Admissions Office and sometimes to the RAVE volunteer who has done a fair in the past. If you receive an invitation in the mail, please forward it to the Admissions Office. If you hear about a fair in your area that you would like to attend, please send us information about how to reserve a place at the fair.
2. When a counselor cannot attend a fair and believes Rhodes should have a representative at the fair, then the invitation is given to the RAVE coordinator who finds a RAVE College Fair Representative to attend the fair.

If you agree to cover a fair, and find later that you cannot, please contact the Admissions Office immediately at 1-800-844-5969.

B. Preparing for the College Fair

1. In advance, the RAVE coordinator in the Admissions Office will send you the exact location, date, time, expected turnout (if available), and physical arrangements of the fair. Ask for directions if you need them.
2. The RAVE coordinator will send you the materials you will need at the college fair. When the package arrives, make sure you are familiar with each of the brochures. In addition to the contents of the package, take your RAVE Handbook to the fair. Whenever possible, a Rhodes table banner will be sent for you to use and return to Rhodes. These banners are expensive to replace; please return to Rhodes immediately. When all cloth banners are in use, a paper banner will be sent. The paper banner can be discarded following the fair.

C. Student Information Cards

1. At a college fair, each interested student needs to complete the student information card and leave it with you. If possible, it is a good idea to (1) review the card while the student is near to be sure the card is legible and all information is complete, and (2) make any special notes (e.g., “an impressive senior, wants information on the business department”) on the back of the card. Be sure to indicate if our data entry personnel should check the back of the card for your comments.
2. Immediately after the fair, send your cards to the RAVE coordinator in the Admissions Office. Timing is crucial. As soon as the Admissions Office receives your cards, the information is entered into the computer and a letter is sent along with any information the student requested. Delaying or failing to return these cards negates the value of your work and precious time.

D. At the College Fair

- ∞ Please be friendly and demonstrate a true interest in the students. They need to know you are glad to be with them.
- ∞ Arrive 45 minutes before the start of the program to allow time to check in with the host of the program, find Rhodes' location, and set up your materials. Students often enter the college fairs as much as 30 minutes before the official beginning of the event.
- ∞ Always stand behind your table, not in front. Let students approach the Rhodes table; do not call them over.
- ∞ Set up your table so the student information cards and pens are easily accessible at the front of the table. Provide room on the table for students to fill out the student information cards. Please request that all students complete the card, even if they tell you they are already on the mailing list. We like to keep track of all contact students have with us. It is important that the cards be collected. Please do not allow students to fill out Rhodes cards at other college's tables.
- ∞ Place a few copies of the materials neatly on the table. Please try to get completed cards from these students before handing brochures to them.
- ∞ If a student requests a Visit Book, explain that if he/she fills out an information card, the Admissions Office will send an updated Visit Book to him/her. (If the student is not a junior or senior, then the Admissions Office will send the Visit Book his/her junior or senior year.) Tell students that information found in our paper publications can also be found at rhodes.edu/Admissions.
- ∞ Do not leave the table for long periods of time.
- ∞ Do not make any kind of admission guarantees, no matter how excellent the student's academic credentials may appear. You can simply say, “I encourage you to apply.”
- ∞ Do not be afraid to say, “I don't know.” If you are asked a question for which you do not know the answer, jot the question down on the student information card and someone in the office will respond to the question.

E. After the Fair

1. If you have small amounts of brochures left over, leave them with the fair host; large amounts of materials should be returned to Rhodes. We will reimburse you for any expenses if you send us a receipt.
2. The college fair evaluation form is another crucial piece of information. This form should be completed and returned promptly with the information cards. You are providing the Admissions Office with essential data for analyzing the productivity of each fair. Immediately, place the student information cards, the completed College Fair Evaluation, and the cloth table banner in the self-addressed postage-paid envelope that is provided and mail it back to Rhodes. When you delay or fail to return cards, you negate the value of your time and effort.

THE APPLICATION PROCESS

We have two Early Decision plans, and both are binding agreements. Under Regular Decision, students should apply by January 15. All students will be considered for competitive scholarships.

First-year students and transfer students seeking admission to the spring semester beginning in January should apply no later than November 1. Financial aid is usually not available for spring applicants.

After applications are complete, admissions will begin the review process and consider, in order of importance, the high school transcript, standardized test scores, extracurricular activities, recommendations, interest shown in Rhodes (campus visit) and personal qualities. We require either the SAT or the ACT, and we use the best score when evaluating the applicant. Please note that we do not take into consideration the Writing portion of the SAT. We do not require or use SAT II tests, except for home-schooled students. Interviews are not required, but campus visits are highly recommended.

FINANCIAL AID AND SCHOLARSHIPS

- ∞ Over three-fourths of all Rhodes students receive some type of financial assistance.
- ∞ We no longer have a nomination process for the Bellingrath Fellowship. All students who apply on time will be considered for the Bellingrath and other competitive fellowships.
- ∞ All students who apply for Early Decision or Regular Decision by the deadlines will be considered for competitive scholarships.
- ∞ Rhodes gives need-based aid in the form of grants, loans and work-study. To be considered, the regular decision applicant should file the CSS Profile and the FAFSA by March 1. These forms are available in the students' high school guidance offices and via links from our website.
- ∞ Students with questions about financial aid should contact our Financial Aid Office at 1-800-844-5969 or finaid@rhodes.edu.

CAMPUS VISITS

- ∞ Strongly encourage all students to visit the campus. This allows students to experience first-hand the college's beauty, the academic programs available, and the campus atmosphere.
- ∞ Encourage students to visit rhodes.edu/touryourway to learn all the options for visiting campus.