

VISITING WITH A TEACHER, COUNSELOR, OR SCHOOL ADMINISTRATOR

Identify teachers, counselors, and administrators at your local public or private high school. Phone them and ask if you might be allowed to set a time for a short meeting. The purpose of the meeting would be to inform them about Cottey College and tell them about any P.E.O. scholarships available in local and state/provincial/district chapters for local students.

ORDER MATERIALS

- Order a high school packet for each person to be visited using the Cottey College Order Form. Orders may also be called in to the College. Allow two to four weeks for delivery.
- Once you have received the materials, please familiarize yourself with the information. The basic facts you need to know about Cottey are in the materials. The packet contains the following:
 - 1 each: Viewbook, Campus Life, Financial Aid, Prospect Piece, Cottey Fact Sheet, and Campus Visit Brochure**
 - 1 Counselor Response Card (blue)**
 - 2 Interest cards**

AT THE MEETING

1. IDENTIFY YOURSELF AND THE COLLEGE

Make sure the person knows who you are.

“Hi _____, my name is _____. I’m here as a representative from Cottey College. I am a member of the P.E.O. Sisterhood, an organization that supports women’s education, and we support and sponsor Cottey College. *AND/OR* I graduated from Cottey in XX. Have you heard of Cottey College?”

“Cottey College is a two-year, independent, liberal arts and sciences college for women located in Nevada, Missouri.”

2. CREATE INTEREST

Lead with a statement that causes the person to want to know more.

EXAMPLES:

Several students from (your state) have come to Cottey College and help to make up our geographically diverse population of students from 40 states and 15 international countries.

Cottey offers the Associate in Science and the Associate in Arts degree. An active Academic Assistance Center works with students to transfer to selective institutions to complete their bachelor's degree. 95% of Cottey graduates transfer to a wide array of colleges and universities throughout the country.

Cottey students are able to work with specialized equipment in our science department such as an electron microscope during their freshman year, while their peers wait until their senior year or even graduate school.

At Cottey, the entire second-year class spends the first week of spring break in a European city as a culmination of the liberal arts experience. The best part, the College pays for the travel and hotel expenses. Students pay only for food and incidentals. Past trips have been to London, Paris, and Madrid.

Students can compete on the intercollegiate basketball and volleyball teams. Cottey is a member of the National Junior College Athletic Association (NJCAA) Division II, Region XVI. Athletic scholarships are available.

More than 35 clubs and organizations at Cottey represent our students' interests in academics, culture, recreation, social concerns, religion, and volunteerism. With all these groups, there are plenty of leadership positions that need to be filled each year. Cottey is a veritable "leadership lab" where young women can gain valuable leadership experiences that will help shape their future, education, and career path.

Cottey offers students all the quality and advantages of a private education for half the average cost of most private colleges and is comparable to the cost of most four-year institutions. Cottey remains affordable because of the support by an annual subsidy from the P.E.O. Sisterhood and from income generated by the College's endowment fund, as well as other gifts to the College.

Approximately 97 percent of the student body receives some form of need-based or merit-based aid. Assistance programs include P.E.O. and Cottey scholarships, grants, campus employment, and loans. Cottey's average aid package, including loans and work, is approximately \$11,484. Last year, awards ranged from \$500 (for low-need students) to \$18,000 (for high-need students). Include any information specific for your state or local P.E.O. scholarships.

Describe the typical Cottey student:

Profile of a Typical Cottey Student	
Average GPA:	3.4
Average SAT score:	1080
Average ACT score:	23.4
Independent	
Career-oriented	

3. IDENTIFY STUDENTS

Ask if s/he knows of any students who might be interested in Cottey. If so, write down their names, years of graduation, addresses and phone numbers.

4. CLOSE

Thank him/her for his/her time. Leave your contact information, along with the packet of materials, as a resource for future questions about the College.

AFTER THE VISIT

Send a note to any students the teacher, counselor, or administrator recommended. For a sample script, visit the Cottey website at <http://www.cottey.edu/home/alumnae/recruiting.html>. Follow-up with a phone call to the student and check back with the student periodically. Encourage her to take the next step to attend Cottey College.

Return the evaluation form and any prospective student names to the Office of Alumnae and P.E.O. Relations within 24 hours of your visit.

WE ARE HERE TO HELP!

Contact the College with any questions.

Office of Alumnae Relations
alumnae@cottey.edu

Office of P.E.O. Relations
peorelations@cottey.edu

Office of Enrollment Management
enrollmgt@cottey.edu

VISIT EVALUATION

Immediately following the visit, please complete this evaluation and return it to: Office of Alumnae and P.E.O. Relations, Cottey College, 1000 W. Austin, Nevada, MO 64772.

Today's Date: _____

Your Name: _____

Address: _____

City, State/Province, Postal Code: _____

Telephone: (_____) _____ E-Mail: _____

P.E.O. Chapter: _____ and/or Alumna (year): _____

VISIT INFORMATION:

Date of School Visit: _____

Name of Contact: _____

Position at School: _____

High School: _____ Telephone: (_____) _____

Address: _____

City, State/Province, Postal Code: _____

Was s/he interested in learning about Cottey? Yes No

Your relationship(s) to this school, if any: _____

Please rate the materials sent from Cottey College on the following scale:

Cannot Rate	Poor	Fair	Good	Excellent
1	2	3	4	5

Comments/suggestions: