



COLLEGE **PREP** GENIUS



2018 checklist
class coordinator

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:



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. For your convenience, here’s a checklist for organizing a class. It’s a very simple and easy process. All you have to do is follow the step-by-step downloadable guide found here: <http://www.collegeprepgenius.com/wp-content/uploads/2018/07/Step-By-Step-Guide.pdf>

As a class organizer your students will attend for free with 12 (Continental US) full price students in attendance (they are not included in the minimum). In addition, your student will receive the online e-course and digital books for FREE. As an added “thanks,” your family will receive High School Prep Genius and our 6 book VocabCafé books absolutely free! (A \$600 Value!)

Class Price

\$295 Early Bird, purchased by given **Early Bird** date, includes the College Prep Genius Workbook, eReader Textbook, and one-year subscription to the CPG BONUS eCourse for review.

\$195 for siblings who will receive the College Prep Genius Workbook and the one-year subscription eCourse.

\$50 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.

\$55 Late Fee for anyone registering less than two weeks before the class starts. There will be a registration cut-off date due to the timing of mailing products to the class location.

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; 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:

Recruit a minimum of 12 (Continental US) students at full-price. Siblings are counted as 1/2 student.

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 information for advertising and filling the boot camp and **Send** it out to your contacts and **Post** on your social media.

Collect registration information and fees from any late registrants. Students are directed to register and pay online, but some may send you a check.

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

SAMPLE 2 DAY CLASS SCHEDULE

Advertising your Boot Camp:

Send emails and flyer to all your contacts and post on social media.

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 Schools in your area
- Churches and sports teams
- Public High Schools in your area, teachers 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 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.

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 and if you want us to add to the flyer that students should bring extra money.

To make your part a lot easier, we will assign a class advocate to help you through the organization and advertising of your CPG Boot Camp. After you pick a day, time and place, our class advocate will send you a flyer to send

SAMPLE 2 DAY CLASS SCHEDULE

out with all the class information. The class is 2 days (6 hrs with a 5 minute break each 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)

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 sign up online will receive a detailed reminder email before the class. 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

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info@collegeprepgenius.com

www.collegeprepgenius.com