



# COLLEGE **PREP** GENIUS



**2019 checklist**  
**class coordinator**

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# 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](http://www.collegeprepgenius.com)

# Host Checklist

## Host Checklist:

### Week Before Class:

- You will receive the books in the mail a few days before the class if you are not in the DFW, TX area.
- Secure a trusted adult to stay during class times if you, the host, is unable. This helps ensure coverage for any unexpected occurrences.
- Check out the class room to make sure it is adequate, and manager is aware of the class.
- Give building manager/janitor's number and email to the teacher.
- Confirm any snacks that parents may bring for the students (optional)
- Confirm any food that will be picked up 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 no 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 a reminder email about the class details a few days before the class. It will also remind them to:

1. Take [test #1](#) for a baseline score.
2. Watch the Scan and Score feature video to get results in seconds: [collegeprepgenius.com/SSS](https://collegeprepgenius.com/SSS)
3. Download and print class outline notes and bring to class: [collegeprepgenius.com/classnotes](https://collegeprepgenius.com/classnotes)

## Host Checklist

### Two Days Before Class:

- Touch base with instructor via phone.
- Print roster (online and check payment 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@collegepregenius.com](mailto:info@collegepregenius.com)
- Download and print signage to hang up outside/inside for class: [collegepregenius.com/classsigns](http://collegepregenius.com/classsigns)

### Day of Class:

- Bring printed 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 beforehand an hour on first day/30 minutes 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 (or put one on tables ahead of time)
  - Give out any extra books that were ordered (info on roster)

## Host Checklist

- Host must stay during the entire class or arrange for another trusted adult to be on site.
- If a school, please make sure teacher has the security guard or janitor's number.

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

## Important Links and Contact Information

Boot Camp Overview: [collegeprepgenius.com/bootcamp-overview](https://collegeprepgenius.com/bootcamp-overview)

Testimonials: [collegeprepgenius.com/testimonials](https://collegeprepgenius.com/testimonials)

### EMERGENCY NUMBERS:

Jean Burk: 817.343.2511

Jim Burk: 817.880.4949

# 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:

