

# NextGrad

The high school opportunity network

This guide is for high school personnel and contains helpful tips, templates, and best practices for maximizing our partnership impact in your school and for your students

# WELCOME TO NEXTGRAD

Note from the NextGrad Team

Welcome to NextGrad! We are excited for you to join our network and we can't wait to share post-secondary opportunities with your students.

This NextGrad High School Partner toolkit is a free resource for high school, college, and GEAR UP counselors, CCR specialists, career and postsecondary coordinators that contains helpful tips, templates, and best practices for maximizing our partnership impact in your school and for your students.

Working together we can; provide high school students with information about higher education, and empower them to continue their learning path beyond high school, by introducing them to institutions, programs and opportunities they did not know existed.

### **ABOUT US**

NextGrad was founded in 2019 by brothers Asher Margolies and Michael Margolies with the mission to help inspire and empower high school students to continue their education after graduation. To date, NextGrad has awarded over \$600,000 in scholarships and grant funding back to students and high schools across the country.

Office Locations
Salt Lake City, UT / Calgary, Alberta

NextGrad High School Network

We have expanded our networks across the United States and Canada.

1,500+ High schools 1,400,000+ Students served

High School Partnerships Website Link www.nextgrad.com/high-school-partners/

Highlight College Partners / Gallery Website Link www.nextgrad.com/gallery

How To Contact Us? Client Services Phone Number and Email Address

Marc at 801.336.5220 ext 702 or marc@nextgrad.com

www.nextgrad.com/contact/









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## MEET THE HIGH SCHOOL TEAM



VP of High School Partnerships

Melissa has 25+ years of professional experience in higher and K-12 education, leading systemic change to improve student college access and success by implementing college readiness programs and scholarships and by building education business partnerships and delivering professional learning and resources for school counselors.

As the VP of High School Partnerships, she works with district colleges and career leaders, principals, school counselors and college access programs throughout the United States and Canada to increase their students' awareness of higher education opportunities through our program and resources.

She has a MA degree from the University of Maryland, College Park in Higher Education Leadership and Policy, and a BS degree in Finance from the University of Utah.

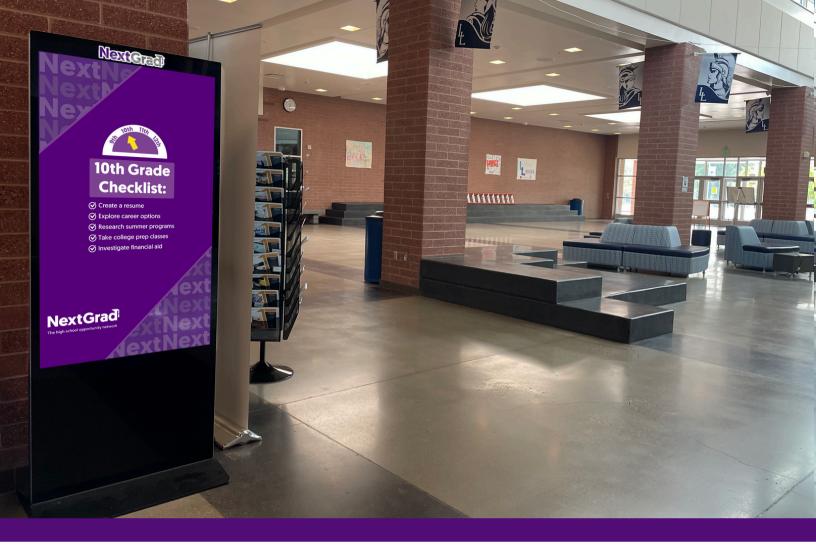


Director of Client Relations

Marc has 17+ years of professional teaching experience as an Assistant Professor at Northern State University, Presentation College and the United States Sports Academy, teaching courses in Business and Sports Administration. He also served as a student academic advisor and is a member of the National Faculty at the Sports Academy. He has taught classes worldwide to students pursuing an International Diploma in Sport Administration and Sport Coaching.

As the Director of Client Relations, he works primarily with the College and Career Counselors at our partner high schools to ensure each school utilizes our NextGrad screen to best serve its students.

He has a JD (Juris Doctorate) degree from Drake University Law School, a M.S.S. (Master of Sport Science) degree from the United States Sports Academy, and a BBA (Bachelor of Business Administration) degree from the University of Iowa.



# HOW TO INTRODUCE NEXTGRAD TO YOUR HIGH SCHOOL COMMUNITY



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#### HOW TO INTRODUCE NEXTGRAD TO YOUR HIGH SCHOOL COMMUNITY

#### **Overview**

Introducing the NextGrad screen to your high school community is an important step in empowering them to continue their education journey beyond high school. It gives them a frame of reference as to the purpose of the screen and what information they can expect to see on it. We have found that schools that introduce the screens have far more students coming into the counseling and career center offices inquiring about the prospective student outreach messages and college content they have seen. We have included some examples of how you can introduce NextGrad's College Opportunity network to your students and school community. But there are many more fun and creative ways to create awareness about our partnership. We are excited to see what you come up with!

#### **Morning Announcement Script**



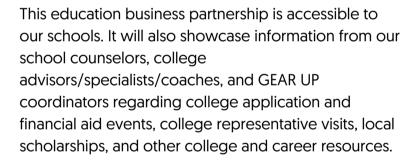
The most popular and effective way to introduce NextGrad to your students is to include it in the morning announcements. Below is a script that you can use.

"You may have noticed the new NextGrad screen in the [location] that is playing college content. This screen will display information on admission, financial aid, and programs of study from local and regional and technical/trade schools, community colleges, and universities. It will also display important resources, events, and reminders about college and career from our [High School Name]'s counseling office. If you see something on the screen that interests you or have questions, please come into the [name of your counseling/career office] and request more information."

#### **School Newsletter Insert**

Another place to announce NextGrad is by adding an insert or a bulletin in your school newsletter to parents and guardians. Here is a template of an insert you could use in your newsletter:

"We are excited to announce that our high school has recently joined the NextGrad College Opportunity Network. NextGrad is a family-owned ed-tech business headquartered in Salt Lake Utah. We have provided our high schools with a digital screen that contains information for our students about their higher education options within our state and regionally. NextGrad empowers students to continue their education beyond high school by introducing them to institutions, programs, and opportunities they may not know existed.



Additionally, NextGrad gives back to our school annually through their scholarship foundation. NextGrad has paid back over \$600,000 to partner high schools in their network.

We encourage you to check-out our NextGrad screen [outline location] the next time you are in our school building."







#### **Press Release**

#### **Link to NextGrad High School Press Release**

#### Staff introduction email

You may have noticed the New NextGrad Screen in (Location) that is sharing higher education resources with our students. NextGrad is ... (our company overview). This is a free partnership with our school and is a valuable resource to our students. NextGrad also provides our school an annual scholarship to assist a first generation or student of need as they transition to college.

#### Social Media New Partner Post

Your school-based social networks are a great way to build awareness with your students and parents about your NextGrad Screen and how our partnership will help support the college and career programming in your school.

Note: If you post a picture of your NextGrad screen on social media please use a picture that is displaying either your school-based or NextGrad content (i.e. a grade level checklist) instead of an actual college or university image. We just want to be mindful to not be seen as promoting one institution over another, and the screen image capture might portray though that was not the intent.

#### **Link to Social Media Post Templates**

These editable templates are made on Canva. NOTE: you must duplicate/save a copy of the file before you can work on them.



Sharing a post? Don't forget to use #NextGradNetwork and tag us @NextGrad (on LinkedIn)
@NextGradNetwork (on Instagram)

#### **Website High School Partner Badge**

We encourage you to display the NextGrad High School Partner Badge on your website to demonstrate our support to your school and students.

#### <u>Link to NextGrad High School Partner Badge</u>



# HOW TO CARE FOR YOUR NEXTGRAD SCREEN



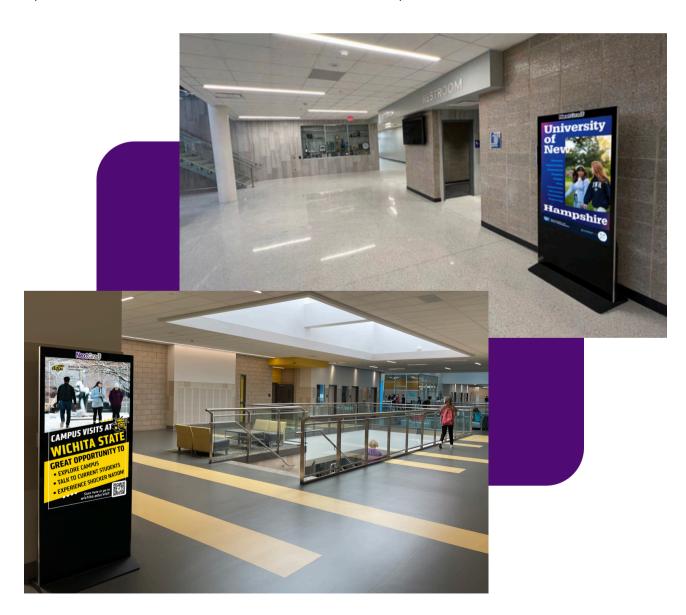
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## HOW TO CARE FOR YOUR NEXTGRAD SCREEN

#### **Overview**

#### **Placement**

It is ultimately up to your school on where our screen gets placed. We usually see schools putting it in the hallway outside the counseling office, in the main commons area, or in the main entrance area, as long as it gets placed in a high-traffic area of the school. Our only requirement is that it needs to be within three feet of a power outlet.



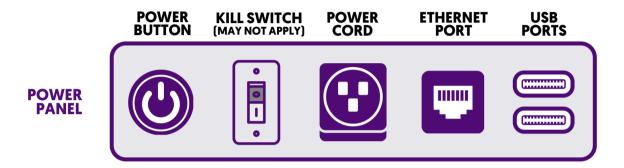
#### How To Turn On Your NextGrad Screen

Here are the steps on how to turn on your NextGrad screen:

1 Make sure the power cord is properly connected to an outlet, and to the the screen.



2 Locate the power panel on the back of the screen.



3 If your NextGrad device is turned off, make sure to toggle the "Kill Switch" to the (|) position.
KILL SWITCH



4 Hold the "Power Button" down until the blue ring around the button appears. The screen should turn on.





#### If it still doesn't turn on:

- Try pushing down and holding the power button a few times
- Try toggling the kill switch and try the power button again
- Test other outlets and try the kill switch and power button once again

If it still doesn't turn on, try the "Troubleshooting Tips on the next page, and if that still doesn't work, please get in touch with us.

Reach out to Marc Margolies, contact details below.

Email: Marc@nextgrad.com

Phone Number: 801-336-5220 Ext. 702

#### **Troubleshooting Tips**

If the screen ever malfunctions, it is usually for one of three reasons; it either got unplugged and turned off, disconnected from the internet, or was physically damaged.



#### Unplugged

If the screen came unplugged, simply plug it back in and turn it back on (refer to page 12). Sometimes the connection can be finicky, so you may need to disconnect and reconnect a few times. Feel free to reach out if there are still issues.



#### **Technical Difficulties**

If your screen is showing any technical difficulties, power the screen off using the power button or kill switch and turn the power back on (refer to page 12). If the issue persists please reach out to us either through our contact page or by calling 801-336-5220.



#### **Physical Damage**

If the device is physically damaged, please send a picture or video to your NextGrad representative so we can see if it's a part that can be replaced. If not, we will come replace the entire screen for you.

#### **Cleaning Tips**

It is important to maintain your NextGrad screen to keep it clean and free of blemishes. Every 3 months, please follow these 2 steps:

- Using an all-purpose cleaner or Windex, lightly spray the digital screen and wipe down with a microfiber cloth.
- Dust the other areas of the screen, particularly the back and top as dust can sneak in there!



# HOW TO UTILIZE OUR SCREEN FOR INTERNAL MESSAGING

**NextGrad** 

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## HOW TO UTILIZE OUR SCREEN FOR INTERNAL MESSAGING

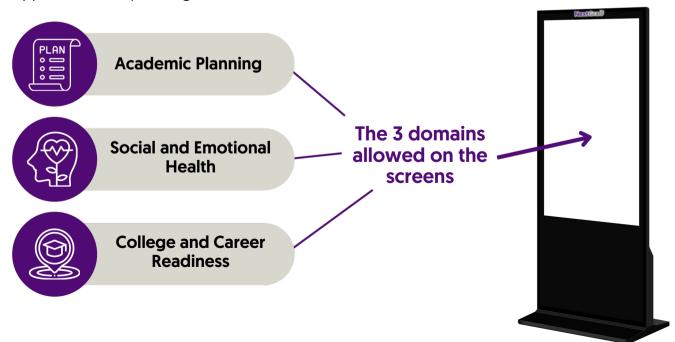
#### **Overview**

One of the amazing benefits of the NextGrad partnership is that we reserve spots on your screen for your counseling/student services department to display your school, district and community college and career announcements, events, and programs and services. We have had school and college counselors promote everything from FAFSA nights and ACT/SAT test prep classes, to local scholarship deadlines and upcoming college and career fairs.

#### What is allowed/not allowed?

Your school is allowed to display content that falls within the three domains of a high school counseling curriculum: Academic Planning, Social and Emotional Health, and College and Career Readiness. This content must be created by your department specifically for your students.

General school based announcements such as bell schedules, athletics and student clubs, and lunch menus and so forth do not meet the purpose of the NextGrad screen of being the "one-stop" digital bulletin board for all things related to planning and preparing for opportunities beyond high school.



#### How often can I change my content?

NextGrad allows you to have two poster displays in the content rotation. Use the monthly calendar template alongside your annual programming calendar to plan messaging by month and topic. You can change your posters, weekly if you choose. Best practices are at least twice a month.

#### What format do I submit content in?

There are a myriad of content creation tools that our high school partners use from Google to Microsoft products, and Adobe. However, most of our counseling colleagues find Canva easy to use for this purpose. Our Artwork Template is provided to assist in this process.



#### What is not allowed?

Please note that we cannot accept external (non-partnered) college content due to copyright reasons. Schools must reach out to us directly in order to have access to our screen. If a college or university member reaches out, please give them our contact information. They can reach Marc Margolies our Director of Client Relations at — Marc@nextgrad.com.

#### How do I submit it?

Once your content is created save it as a png., jpg. or pdf. and maximum quality and email it to Marc Margolies at — Marc@nextgrad.com.

Let Marc know the date you want it to go live on your screen. He will get it formatted and loaded to your content slide deck within 48 hours. You must also let Marc know when you want that poster display to come down and be replaced by new content.

We have included examples of twelve different categories of school-based designed posters from our partner high schools, an artwork template and content calendar to help our team to plan and get maximum benefit of this offering.

#### **Suggested Content Ideas and Examples**

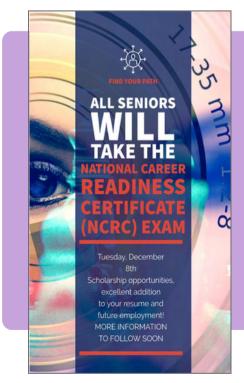
#### 1. College Representative Visits



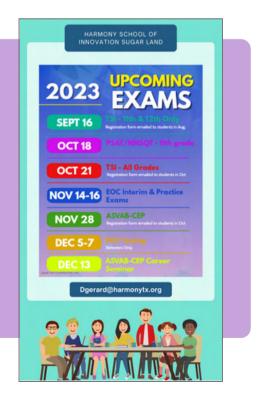




#### 2. College and Career Testing







#### 3. Event Announcements



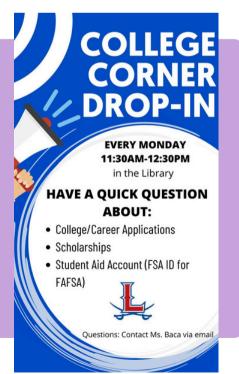




#### 4. Counseling Resources







#### 5. Financial Aid/Scholarships



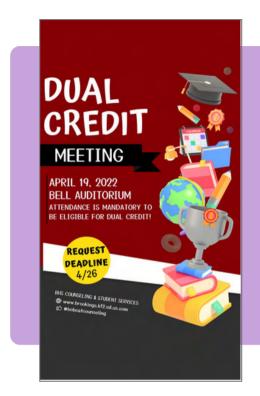
#### 6. Career/CTE







#### 7. Dual Credit







#### 8. College Applications







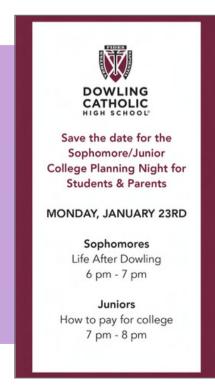
#### 9. College Fairs

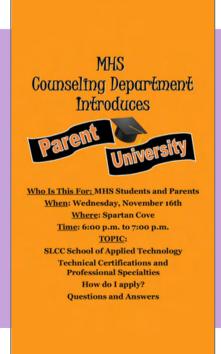






#### **10. Parent Meetings**







#### 11. Campus Visits

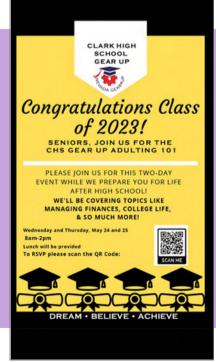






#### 12. Gear Up (May Not be Applicable)







#### **Content Planning Calendar**

#### **Building a Content Calendar**

Building a content calendar is a great way to plan and organize a schedule for creating and publishing content across various platforms. It begins with clearly understanding the target audience, overarching goals, and key messages. The next step is to identify relevant topics that resonate with the audience and align with your school's objectives. These ideas are then distributed over a specified period, considering factors like school events and other important dates. A well-structured content calendar ensures consistency, prevents last-minute rushes, and allows for effective collaboration among team members. Regular reviews and adjustments help optimize content strategies for better engagement and results.

#### **Link to Content Planner**

NOTE: you must duplicate/save a copy of the file before you can work on them.

#### **Artwork Template**

#### **Specs and Details**

**Static Graphic Creative Requirements** 

Dimensions: 1080x1920

**Resolution:** 1080p **Ratio:** 9:16 tall (Canva)

Format: PNG, JPG

**Flight Dates:** Include start and end dates for the creative or creatives if multiple are

submitted in advance. We can pre-

schedule multiple creatives with provided

timelines.

**Video Creative Requirements** 

**Dimensions:** 1080x1920 **Resolution:**1080P, 4K Video

Ratio: 9:16 tall (Canva)

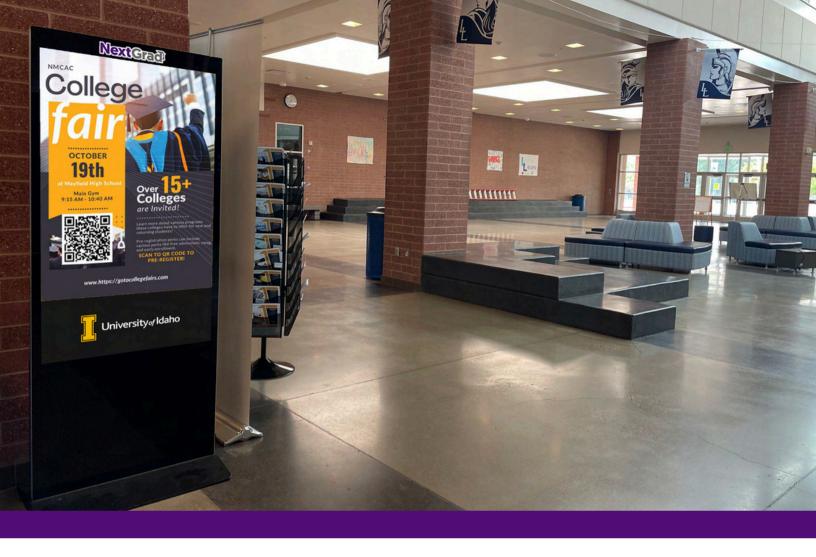
**Duration:** Must be exactly 15 seconds

**Audio:** No audio permitted **Format:** MP4, MOV or MPEG

**Flight Dates:** Include start and end dates for the creative or creatives if multiple are submitted in advance. We can pre-schedule multiple creatives with provided timelines.

(We suggest two creatives per month– rotating together or running one the first half and swapping mid-month)

#### **Link to Artwork Template**



# HOW TO USE YOUR NEXTGRAD SCREEN FOR PROMOTING COLLEGE FAIRS



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## HOW TO USE YOUR NEXTGRAD SCREEN WHEN HOSTING A COLLEGE FAIR?

#### **Overview**

Utilizing the NextGrad screen for college fairs provides several advantages and opportunities. First, showing our students the institutions that will be attending our fair gets them excited about learning more during the event. Secondly, we are able to have students & family members pre-register through StriveScan (or other exhibit scanning companies) ahead of time so they are prepared to enter the fair without having to fill out multiple requests for information forms. Lastly, the NextGrad screen is vibrant, engaging, and allows universities to share their story in a new perspective. It creates a sense of exploration and excitement.

#### **Announcement Examples and Template**

Utilize your NextGrad screen to create awareness and excitement about your fair. Here are some examples below, with a link to a template which you can customize.







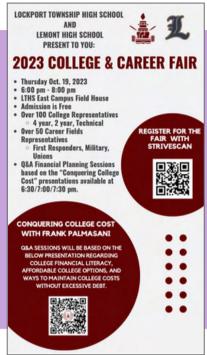
#### **Link to NextGrad Announcement Templates**

These editable templates are made on Canva. NOTE: you must duplicate/save a copy of the file before you can work on them.

#### **Registration Example and Template**

Utilize your NextGrad screen to create welcome fair guests, showcase the colleges attending, or a QR code for registration, etc. Here are some examples below, with a link to a template which you can customize.







#### **Link to NextGrad Registration Templates**

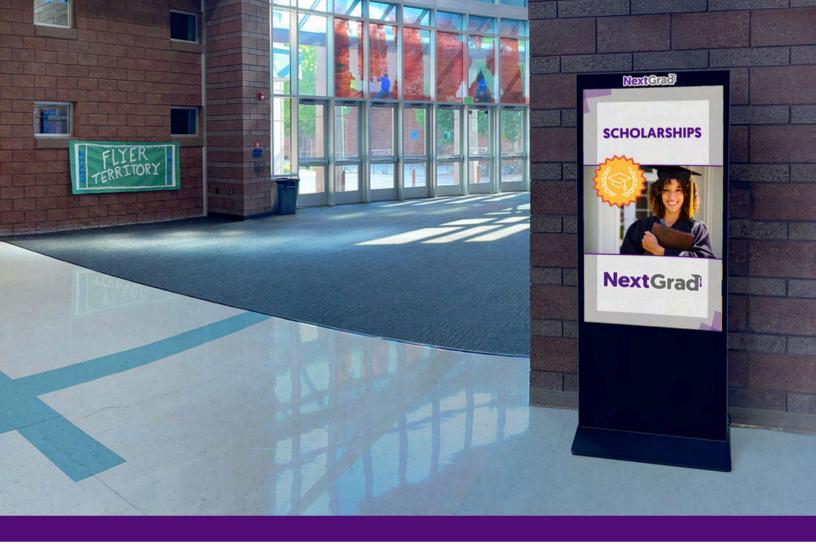
These editable templates are made on Canva.

NOTE: you must duplicate/save a copy of the file before you can work on them.

#### Refer A College or University Partner to NextGrad

NextGrad is always looking for opportunities to get the right mix of institutions on your NextGrad screen. Please assist us in doing this if you share the benefits of reaching your students through NextGrad with the college representatives who visit your school when possible. This will not only enhance and expand the opportunities your students are exposed to but will help us strengthen our network, which in turn helps us support more schools and students with our annual scholarship donation that all our college and university network partners contribute to.

If you have a college or university referral, please have the representative or email us their contact information to Marc@NextGrad.com, and we will make sure the right college partnerships team member reaches out to them.



# THE NEXTGRAD SCHOLARSHIP



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## THE NEXTGRAD SCHOLARSHIP

#### **Overview**

#### How to use your NextGrad Scholarship?

The NextGrad Scholarship Foundation was established in 2019 with the first scholarship awarded to Aberdeen Central High School in April 2020. Funds are contributed from the college subscription that institutions pay NextGrad to share their programs and admission with our partner high schools. NextGrad has awarded over \$600,000 back to high schools. It is our goal to become one of the largest scholarship foundations in North America.



Every spring each high school partner will receive the NextGrad Scholarship after the NextGrad Screen has been on-site and for an academic year as per your partnership agreement. The school's counseling department should award the NextGrad Scholarship to a first-generation or student of need graduating senior who plans to attend a technical or community college and/or university the fall after high school graduation.



#### When will I receive our annual payment?

Your NextGrad scholarship will be paid to your school annually during the full academic year(s) that your school partners with NextGrad. These donation funds will be paid on or before June 1 of each academic year.

We encourage you to use your annual donation for a student scholarship, this editable scholarship certificate template is available to recognize the recipient at your annual awards ceremony.

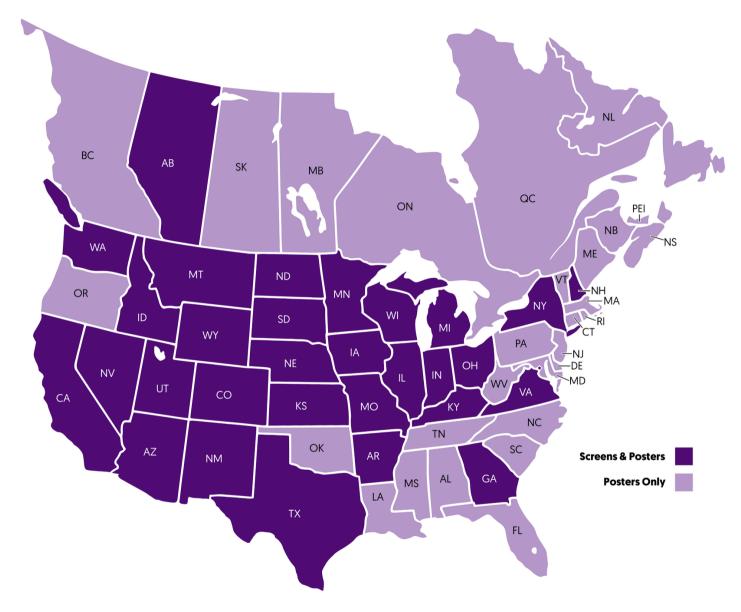
#### **Link to Scholarship Certificate**

The editable scholarship certificate is made on Canva.

NOTE: you must duplicate/save a copy of the file before you can work on them.



### NEXTGRAD NETWORK MAP



NextGrad currently has over **1,000+** high schools in our network, serving over**1,400,000+** students across the United States and Canada.

### HOW TO CONTACT NEXTGRAD



Director of Client Relations

#### **Reach out to our Client Relations Director**

Marc Margolies is our Director of Client Relations, and he can help you with any questions you may have. Please don't hesitate to reach out!

Email: Marc@nextgrad.com

Phone Number: 801-336-5220 Ext. 702

Alternatively, you can also submit a form to request additional information here.

https://www.nextgrad.com/contact-us