

MOBILE GO CENTER POLICIES AND PROCEDURES

UTSA Mobile Go Center Overview

The **UTSA Institute for P-20 Initiatives Mobile GO Center (MGC)** provides college and career related services to students and their families, with a goal of increasing the number of students enrolled and succeeding in higher education programs in Texas.

Target Audience

The MGC target audience includes elementary (3rd – 5th), middle school, high school, transfer college students, and college students. The UTSA Mobile GO Center serves San Antonio and Bexar County.

Services

- **APPLYTEXAS PROCESSING**

Participants will receive personalized assistance using the ApplyTexas website to submit their online application to colleges and universities. In order to create an ApplyTexas profile, participants will need a personal e-mail account.

- **FINANCIAL AID INFORMATION/PROCESSING**

Participants will receive assistance as they apply for the Free Application for Federal Student Aid (FAFSA) or TASFA. Participants must bring the necessary documents to fill out the FAFSA. They will also explore other financial aid options such as scholarships and work-study opportunities.

- **COLLEGE AWARENESS AND CAREER EXPLORATION**

Participants will utilize website resources to explore career options and will receive assistance to determine the necessary skills for workforce success. They will be reminded of the link between higher education and career goals. Websites used will be www.TexasGearUp.Com to do the career exploration quiz or www.TexasRealityCheck.com to explore costs and salary needs.

GENERAL INFORMATION

Coordinating MGC Events

- Please contact the P-20 Initiatives Senior Program Coordinator, Lara Crouch, to request the Mobile Go Center at Lara.Crouch@utsa.edu or 210-458-2783. Please review additional information on <http://p20.utsa.edu/> .

Reserving the MGC

- Complete and submit the MGC Reservation Request Form and the MGC Policies Agreement Form. Forms may be sent to the MGC Senior Program Coordinator electronically or by fax.
- **Provide a minimum notice of 3 weeks for a reservation.**

MGC Requirements

- The MGC will be utilized for 3 hours minimum per event.
- The requester or event host will ensure 50 participants minimum per event.
- Due to unforeseen emergency circumstances or unexpected inclement weather conditions such as heavy rain, thunderstorms, flooding, severe wind, snow, ice, or extreme heat events may be cancelled by MGC staff or the requester. Please contact the Institute for P-20 Initiatives for event changes or cancellations. The Institute for P-20 Initiatives will notify the scheduler as soon as possible if a cancellation is required.

Staffing the MGC

- The MGC office requires adequate staff/volunteers to be available to assist the UTSA staff member in the MGC during the scheduled event.
- Responsible adults must be available at all times in the Mobile Go Center to ensure the proper use of the MGC and its equipment.

Equipment

- The MGC is a 42-foot-air-conditioned/heated trailer with accommodations for 20 participants.
- The MGC has **22 laptops computers** and 2 wifi hotspots for internet access.
- The MGC is ADA compliant and equipped with a wheel chair lift.

Prior to the Event

- The Event requester must submit the MGC Reservation Request and Policies Agreement to the Institute of P-20 Initiatives Senior Program Coordinator. If the event date is approved, the event requester will be sent an electronic confirmation from the MGC office. If the event date is not available, the MGC Program Coordinator will contact the event requester to arrange for an alternated date.
- The event requester is encouraged to promote the MGC activity.
- The event requester should plan for adequate staff/volunteers as needed.
- The event requester will review and inform the event staff/volunteers and MGC participants about the MGC policies and procedures.
- The event requestor should coordinate with MGC will have approximately 80-100 feet of parking space and be 30-60 feet away from any building or obstruction during the event.
- **Parking cannot be in a fire lane.**
- The event requester should coordinate with MGC staff about entrance and exit routes for the MGC before the event. They should inform MGC staff of any emergency plans that they need to be aware of.
- The event requester will need to ensure that the MGC be visible and near or as close to the event site as possible to ensure participant accessibility to the MGC. The MGC *WILL NOT* relocate once it is set up and ready for participants unless an emergency should arise.
- The events requester should coordinate scheduled visit times for groups so that all participants have an opportunity to use the MGC services. The schedule should allow enough time (30 minutes at minimum) between groups for the MGC staff to prepare to MGC for the next group session (*sanitize laptops, reset websites, etc.*).
- The event requester and the MGC staff will coordinate the program and the agenda for the day.
- The event requester must consider that all day events will require a one hour lunch break. If there is more than one MGC staff member present this

break will not be necessary. During scheduled breaks for the MGC staff, the MGC will be locked and the alarm will be set.

MGC Arrival

- The MGC will arrive to the event location **one hour** before the event starts.
- The event requester should meet with the MGC staff upon arrival to review the event logistics and schedule.
- The event requester or event staff should assist the MGC to enter the designated blocked off parking space at the event site. Before the event, please have the designated space approved and submit a map or photo of the site to MGC staff.

Participant Arrival

- The MGC staff member will inform the event requester when set up in complete and ready for visitors.
- The MGC staff will meet participants outside of the MGC and briefly review MGC Policies and Procedures. Participants will be asked to sign in.
- Participants will enter the MGC through the designated entrance and sit at one of the 20 laptop stations.

Departure from MGC

- The event requester or event staff should assist the MGC to exit the event site as needed.