



APART

ALUMNI AND PARENT
ADMISSIONS RECRUITMENT TEAM



Information Nights

2022-23

The information night is the highlight of the area-admissions counselor visit. During the program, the counselor will discuss academics, the admissions process, financial aid, the Catholic nature of the University, and student life. After the presentation, the counselor, the Admission Volunteer, and other alumni and parents answer individual questions. The Admissions Office sends invitations to the event to all high school students in our database, but you play a vital role in the planning and execution of the information night.

Counselors often ask for assistance with the following:

Planning the event

[Contact the admissions counselor](#) for your area to see if they are planning on holding an information session in your area.

Offer suggestions of dates that could lead to a successful event within their travel schedule.

Consider when local schools open for the year and if there are any local events/holidays that may be beneficial to avoid.

Offer suggestions of different high schools or other venues to host the event.

Publicize the Information Night

- Promote the Information Night through club communications and by word of mouth.
- Reach out to local Catholic parishes to promote the event.
- Please note that the Admissions Office will publicize the event in multiple ways including: 1) sending an invitation to every student from the club area in our mailing database, 2) sending a poster with event details to all high schools on our mailing list in the club area, 3) including information regarding the event on the "Visit & Engage" section of our website: <https://admissions.nd.edu/visit-engage/nd-on-the-road/>

Invite Alumni and Parents from Club Area

- Invite club members, especially young alumni, diversity board representatives, and parents of current students.
- Ask these members to assist in welcoming families to the presentation and answering questions at the end of the program.

The Information Night

- Arrive at least 30 minutes prior to the start of the presentation.
- Assist counselor in setting up a table with admissions materials (materials will be brought by the counselor).
- Assist with signing-in guests.
- After the admissions presentation, the admission volunteer may want to speak briefly about the area club, events, and club scholarships (if applicable).
- Introduce other alumni volunteers who are available to answer individual questions.
- The total time required from set-up to clean-up is generally two hours.



UNIVERSITY OF
NOTRE DAME

Office of Undergraduate Admissions

McKenna Hall • Notre Dame, IN 46556-5865

apart.nd.edu • Phone: 574.631.7505 • Fax: 574.631.8865