

FAFSA Memphis Friday/College Goal Sunday Workshop Overview

FAFSA Memphis is a countywide effort to provide free, professional assistance to families completing the Free Application for Federal Student Aid (FAFSA).

FAFSA Memphis Friday and College Goal Sunday is an opportunity for volunteers in Memphis and Shelby County to work together on the same day to help students and families at various locations throughout the county complete the federal application form required to obtain college financial aid. The FAFSA is **required** for any student seeking federal and state financial aid, including grants, work-study opportunities and loans at most schools across the nation. This outreach effort mobilizes financial aid professionals and community representatives primarily from colleges and universities, to help college-bound students and their families complete the forms required for financial aid.

FAFSA Memphis information workshops and completion sessions will be held at various locations throughout Memphis, including schools, churches and community centers on Friday, January 13th, 2017 and January 15th, 2017. Additional completion sessions will be held on other days leading up to the January 17th, 2017 deadline.

Sample FAFSA Memphis Workshop Schedule and Activities

7:00am

Arrive & open rooms

Post directional signs to presentation rooms and/or computer labs

- Create directional signs

Set out materials & (optional) refreshments

Upload FSA ID website: fsaid.ed.gov

Upload FAFSA website: fafsa.ed.gov

Set up check-in table:

- Sign-in Sheet (data collection forms)
- Sign-out Sheet

8:00am

Greet volunteers as they arrive;

Volunteers should arrive 30 mins-1 hr.

Conduct Volunteer Orientation; distribute and review all workshop materials;

Financial Aid Workshop Leaders brief volunteers with basic info on the financial aid segment and information for undocumented families;

Review sign-in sheets and check appropriate boxes;

Highlight most common FAFSA form errors;

http://www.fafsamemphis.com/uploads/2/1/0/7/2107659/fafsa_mistakes_final.pdf

Assign volunteers to the following areas:

Check-in, Check-out, Computer Lab, Refreshments,
Address technical difficulties, if they arise;

Begin to register workshop participants and their families.

9:00am- 12:00pm

Provide students and families with a welcome

Direct students to computer lab where they will receive one-on-one assistance completing and submitting their FAFSA

Both Parent and Student need to have a FSA ID before starting the FAFSA

Make sure parents/students sign out at confirm yes/no for completion

Assist in providing directions to participants as they move from one activity to another.

Here are some tips:

ARRIVALS & OVERFLOW: Sign-in families and have them wait in a greeting area until the next Financial Aid presentation begins. In case of large crowds, create an overflow system: use index cards to write time of next available workshop and give this to the participants so they know when to return and that they are assured a seat at the next workshop.

BEGIN WORKSHOP PROMPTLY: The Financial Aid Workshop Presenter will welcome participants and lead each new group into workshop room at the start of each 30-minute presentation. Following the presentation,

DIRECT PARTICIPANTS TO THE COMPLETION ROOM/COMPUTER LAB: When the financial aid presentation ends, volunteer staff should direct participants to the designated space to complete their FAFSA. Always ask to the parent if they have obtained a FSA ID along with their student; if not, the parent and the student will have to go through that process first. Trained and/or knowledgeable volunteer staff should be available if assistance is needed.

SUPERVISE CHECK-OUT: Closely supervise the Check-Out process to ensure all participants completed their financial aid forms

12:30pm

Close doors, place sign-in sheets in a manila folder.

Data Collection forms can be sent to the attention of:

Alton Cryer at acryer@leadershipmemphis.org or

Reneé McCreight at rmccreight@leadershipmemphis.org.

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