

Event Flow

There are various ways you can structure your day. When deciding how your day should flow, it is important to take the following factors into consideration:

- Anticipated number of FAFSA-filer attendees
- Financial aid knowledge/expertise of volunteers
- Number of computers available
- Number of rooms available to you at your location
- Number of volunteers

Journey College

FAFSA Frenzy

MISSOURI DEPARTMENT OF HIGHER EDUCATION

Sample Schedule 2: Single Presenter or Webinar*

11:30 - 12:30: Site coordinator(S) arrival, place signage (indoors and out), turn on hallway, classroom, computer lab and bathroom lights and set up technical equipment.

12:30: Volunteer Arrival

12:30 - 1:30: Volunteer training - give presentation to volunteers that families will be given and explain duties.

1:30 - 2:00
Volunteers to stations, boot up computers and connect to the fafsa.gov page on each computer

2:00 FAFSA Frenzy begins! (NOTE: You will most likely have families arriving at least 30 minutes early. Make sure your registration table is staffed no later than 1:30 p.m.)

2:00 Presentation should be no more than 30 minutes in length. During this time, attendees should not ask questions about their individual circumstances, but rather save any questions for when they are filling out the FAFSA.

3:00 Repeat presentation. After each presentation, attendees should be directed to the computer lab. Volunteers will be waiting to assist families with completing the FAFSA.

4:00 FAFSA Frenzy ends; help any families who are not finished; turn off computers; tidy up the rooms used for your events; take down signage; turn off lights and lock rooms/buildings.

4:05: Gather materials, sign in sheets, scholarship forms and prepare for mailing to the Missouri Department of Higher Education.

*This is a sample event schedule. Feel free to modify or create your own to meet your site's needs.