[DATE]

Dear [name of volunteer] \_\_\_\_\_

Thank you for offering your time and talents to help [name of institution]’s FAFSA Frenzy. Important programs such as FAFSA Frenzy would not be possible without volunteers like you.

The following is important information about [name of institution]’s FAFSA Frenzy event:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_ Directions: \_\_\_\_\_

Your assigned role:

\_\_\_\_ Promotion assistant: put up signage and help spread the word.

\_\_\_\_ Set-up crew: turn on computers and bring up the fafsa.gov website, set up tables and instruction video.

\_\_\_\_ Greeter: welcome guests and point them in the right direction.

\_\_\_\_ Check-in table attendant: assist students and parents as they sign-in to the FAFSA Frenzy event.

\_\_\_\_ FAFSA assistants (1): help students and parents who need to complete a FAFSA worksheet before moving on the next station.

\_\_\_\_ FAFSA assistants (2): help students and parents register for an FSA ID.

\_\_\_\_ FAFSA assistants (3): make sure families are on the correct website and field basic [*https://fafsa.gov*](https://fafsa.gov) questions.

\_\_\_\_ Financial aid experts: answer in-depth or uncommon questions about the FAFSA.

\_\_\_\_ Presenter or facilitator: give a brief overview of the FAFSA process.

\_\_\_\_ Survey and scholarship drawing assistant: assist students and parents as they complete and turn in their survey and scholarship drawing forms.

\_\_\_\_ Runners: be available to get additional supplies like pencils, pens, forms, etc., as needed.

\_\_\_\_ Clean-up crew: help shut down computers, collect trash, take down signs and put away tables and supplies.

\_\_\_\_ Translators: provide help to non-English speaking students and parents, as needed.

\_\_\_\_ Refreshment table helpers: keep the refreshment table clean and stocked.

\_\_\_\_ Childcare provider: have puzzles, books and games available to keep younger children occupied.

Time you should arrive: \_\_\_\_\_ Estimated time of departure: \_\_\_\_\_   
Reminders: \_\_\_\_\_

Volunteers should refrain from wearing clothing which promotes any specific postsecondary institution or business. Event day phone number: \_\_\_\_\_\_\_

Respectfully,

[Your name]

[Your title]

[Contact information]