

## Volunteer assignments

Volunteers are key to each FAFSA Frenzy site's success. Use some, or all of these suggestions, with volunteers filling one or more roles.

**Promotion assistants** — 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.

**Greeters** — welcome guests and point them in the right direction.

**Check-in and check-out table attendants** — assist students and parents as they sign in, complete and turn in their [survey](#) and [scholarship drawing forms](#).

**Presenter or facilitator** — give a brief overview of the process. If you aren't having a formal presentation and plan to use the Missouri Department of Higher Education video, you will need a facilitator to get the video started.

**FAFSA assistants** — make sure families are on the correct website and field basic filing or [fafsa.gov](#) navigation questions.

**Financial aid experts** — answer in-depth or uncommon questions about the FAFSA.

**Runners** — be available to get additional supplies like pencils, pens, forms, etc.

**Refreshment table helpers** — keep the refreshment table clean and stocked.

**Translators** — provide help to non-English speaking students and parents.

**Childcare providers** — have puzzles, books, and games available for young children who may not want to stay with their family during the session.

**Clean-up crew** — help shut down computers, collect trash, take down signs and put away tables and supplies.