

Volunteer assignment chart

Assignment	Workers	Responsibilities/Expectations
Promotion assistant		Put up signage and help spread the word
Set-up crew		Turn on computers and bring up the <i>fafsa.gov</i> website, set up tables and instruction video
Greeters/welcoming crew		Welcome guests and point them in the right direction (ENTRANCE)
Check-in table attendant(s)		Assist students and parents as they sign in
FAFSA assistants (FAFSA WORKSHEET)		Help those students and parents who need to complete their FAFSA worksheets before moving on to the next station
FAFSA assistants (FSA ID)		Help those students and parents who do not have a FSA ID to register for one
FAFSA assistants (GENERAL)		Make sure families are on the correct website and field basic or <i>fafsa.gov</i> navigation questions
Financial aid experts		Answer in-depth or uncommon questions about the FAFSA
Presenter or facilitator		Give a brief overview of the process
Survey and scholarship drawing assistant		Assist students and parents as they complete and turn in their survey and scholarship drawing forms — direct them to exit
Childcare provider		Have puzzles, books, and games available for children who may not want to stay with their family during the session
Runners		Be available to get additional supplies like pencils, pens, forms, etc. (AS NEEDED)
Translators		Provide help to non-English speaking students and parents (AS NEEDED)
Refreshment table assistant		Keep the refreshment table clean and stocked (AS NEEDED)
Clean-up crew		Help shut down computers, collect trash, take down signs and put away tables and supplies