✓ Site coordinator checklist

Event day

Set-up

- ❒ Print at least one copy of the Federal Title IV Aid School Code List, or add digital short cuts on each desktop.
- ❒ Print sign-in sheets, directional signs and scholarship drawing forms.
- ❒ Arrive at the site at least one hour before your event is scheduled to begin. If you plan to train your volunteers the day of your event, give yourself extra time before your volunteers arrive.
- ❒ Have appropriate supplies on hand, such as volunteer buttons and nametags, pens, and copies of the FAFSA paper version.
- ❒ Put up directional signs and banners. This may include signs for inside and/or outside your location.
- ❒ Make sure all appropriate lights are on and doors are unlocked. (Don't forget about the restrooms.)
- ❒ Make sure space reserved for the site is appropriately arranged with tables and chairs.
- ❒ Address any building issues with security or janitorial staff.
- ❒ Make sure at least one of the entrances to your event is handicap accessible.
- ❒ If you decide to conduct a formal presentation, discuss with your presenter the presentation that will be used. You may use the video provided by the Missouri Department of Higher Education to help guide students and their parents on what to expect before, during and after the application process.
- ❒ If applicable, make sure a projector, computer and sound system are connected and working.
- ❒ Set up registration tables, complete with sign-in sheets and scholarship drawing forms.
- ❒ Turn on and connect all computers to the Internet, ensuring the fafsa.gov website is loaded on each computer. Open the FSA ID website and ask attendees to complete this before proceeding with the FAFSA, if they have not already set theirs up. Also bring up the student survey so students can quickly access the site once they've completed their FAFSA.
- ❒ Have at least one volunteer at the registration table during the entire event.
- ❒ Have crayons and coloring books, puzzles, etc., for younger children who may be in attendance.

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✓ Site coordinator checklist

Event day

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Helping with the FAFSA

- ❒ Make sure you have work space available for any family who would like to complete a paper FAFSA, which can be printed at fafsa.gov/options.htm.
- ❒ Answer any questions attendees may have.
- ❒ Call the toll-free support line, 866-472-4710, on the main event date to speak with a Missouri financial aid officer if any questions come up beyond the knowledge or experience of your volunteers.
- ❒ Remind students to complete the student survey and scholarship drawing forms. Be sure to collect the forms from attendees before they leave your event.
- ❒ Thank students and parents for attending FAFSA Frenzy and remind them about what to expect next. Students should receive their Student Aid Report or SAR within a few days. If they used estimated tax information, remind families they should update their information once their taxes for 2015 have been filed. They may be able to use the IRS Data Retrieval Tool to do this.

Event wrap-up

- ❒ Thank building administrators for providing the space to host your FAFSA Frenzy event.
- ❒ Complete the FAFSA Frenzy site coordinator survey.
- ❒ Email Lisa Wilson at lisa.wilson@dhe.mo.gov on Monday, Feb. 29, 2016 (or the day after your event) with the following information: 1. Number of volunteers; 2. Total number of FAFSA filers served.
- ❒ Mail completed sign-in sheets and scholarship drawing forms on Monday, Feb. 29, 2016 (or the day after your event): Lisa Wilson, Outreach Services Coordinator, Missouri Department of Higher Education, P.O. Box 1469, Jefferson City, MO 65102-1469.
- ❒ Send certificates of appreciation to volunteers and businesses and organizations that supported your local event.