

FAFSA PLANNING STEPS



Initial Planning

- Planning meeting with FAFSA Event Team (Counselors, admin, teachers/dept. heads, PTA)**
- Select date/ time, reserve lab space/library
 - Register event with ACPE/College Goal FAFSA calendar
 - Admin approvals, if needed
 - Contact potential event volunteers (higher-ed reps, community orgs, college access programs)

6 weeks prior

- Create marketing/communication plan for event**
- Build excitement
 - Social Media
 - School newsletter/ email
 - Robo call/text, email home to parents
 - Information listed on school website/calendar

3 weeks prior

- Check Technology**
- Confirm with IT on number of computers available, appropriate bandwidth
 - Confirm room/tech needs
 - Ensure students are able to access FAFSA.gov

4 weeks prior

- Confirm Event Date/Time**
- Ensure event is listed appropriately on [Sign Up Genius /Calendar](#)

2 weeks prior

- Communicate with Volunteers**
- Collect names/email addresses of all volunteers who have signed up to assist
 - Send an introductory email to volunteers confirming the event information date/time
 - Send out updates and reminders to your volunteers with date(s) and time(s) where they should meet. Provide location/parking details, training or information needed for assignments.

1 week prior:

- Final PR/advertising push**
- Robo call/text, email home to parents
 - Morning announcements
 - Signs and posters in the hallways
 - Homeroom announcements
 - School marquee

Day of Event

- Create a Volunteer/Staff Name tags
- Create a Student/Parent Sign-in Sheet
- Provide student and parents with the FAFSA.gov website and instructions on how to get started
- Provide instructions on Steps to Take After Completing the FAFSA
- Thank your volunteers!

2 days prior:

- Volunteer Confirmation**
- Send out updates and reminders to your volunteers with date(s) and time(s) where they should meet. Provide location/parking details, training or information needed for assignments.
 - Send volunteers your emergency contact info for the day of (Email?Text message? What's your preference)?

October 1, 2019: FAFSA OPENS Every Friday: FFL data updated

University priority deadlines & federal codes:

ASU: January 15, 2020; Code: 001081 **NAU:** November 15, 2019; Code: 001082

U of A: March 1, 2020; Code: 001083