

FAFSA WORKSHOP

Hosting Tips & Tricks



HIGH SCHOOL FAFSA WORKSHOPS

Event Organization:

- Date (Keep away from competing major events, consider weather if outside)
- Time (Ideal for attendees)
- Consider day event for students/evening follow up event for parents
- Contact volunteers/sponsors/partners
- Download presentations and handouts at www.NMEAF.org/FAFSA-Training-Tools
- Provide information about what to bring for FAFSA completion

Publicity:

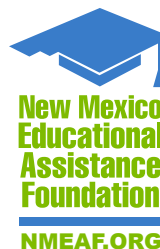
- Begin as early as possible, preferably after October 1st annually
- Email students and parents
- Send out robo-calls announcing FAFSA workshop
- Flyers
- Share event on high school's website
- Put an ad in school paper
- High School Counselor social media posts
- Send out reminders to emails/phones

Event Set Up:

- Set up tables, chairs, computers etc.
- If hosting after hours consider beverage and food arrangements (Partner sponsored)
- Prepare registration tables (Sign in sheets, brochures, flyers)
- Provide parking instructions for students and parents
- Provide easy access with signs in parking lot and buildings
- Make sure you have keys to access rooms
- Verify with IT Department at school (Internet access, how to login to computers, remove filters that would block required websites for FAFSA event)

Complete Training Resources Links & Downloads:

www.NMEAF.org/FAFSA-Training-Tools



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