

Fall 2020/Spring 2021 FAFSA Completion Open House

Event Checklist

For counselors/advisers who are planning a FAFSA Completion event with UHEAA's assistance. This checklist outlines necessary steps to ensure a successful FAFSA Completion Open House.

Up to Several Months Prior

- Confirm FAFSA Completion Open House with UHEAA.
- Sign UHEAA's MOU electronically.
- Reserve computer lab.
- List event on all internal school calendars.

One Month Prior

- Post notice of event on all public-facing school websites and calendars.
- Post notice of event on district website and calendar.
- Hang up flyers around your school.
- If possible, ask teachers to hang up flyers in classrooms.
- If possible, coordinate with teachers to offer extra credit points for attending the event.
- If possible, arrange for make-up citizenship points for attending the event.
- Confirm that the technology is available and working for the event:
 - Computers.
 - Guest logins for parents attending without students.**
 - Access to the following websites is enabled from student and guest check to make sure your school's network can load: fafsa.gov, fsaid.ed.gov, irs.gov, studentaid.gov, gmail.com, hotmail.com, aol.com, yahoo.com (so students and parents can access FSA ID setup info).
- Confirm that there is no scheduled school or district I.T. maintenance occurring on the night of the FAFSA Completion Open House.
- Include notice of the UHEAA FAFSA scholarship on your school's scholarship board/newsletter/website.
- If possible, coordinate with the School's student council/SBOs to help with advertising and assisting at the event (e.g., ushering people in, distributing materials, ensuring signs are posted, etc.).



Three Weeks Prior

- Include the event in any newsletters or communication to parents.
- Send one email, text message, or phone call to parents about the event.
- Coordinate to ensure that at least one counselor, access adviser, or other educator on your staff who has attended a FAFSA Boot Camp will be present at the event, for the duration of the event.

Two Weeks Prior

- Send one more email, text message, or phone call to parents about the event.
- Make posts about the event on your school or district social media.
- If possible, remind teachers about the event and coordinate extra credit.

One Week Prior

- Send parents the ["What You Need to File the FAFSA"](#) flyer.
 - Make posts about the event on your school or district social media.
 - If possible, remind teachers about the event and coordinate extra credit opportunities.
 - Include the event in your school announcements during the school day.
 - Confirm that student council/SBOs to help with advertising and assisting at the event (e.g., ushering people in, distributing materials, ensuring signs are posted, etc.).
 - Include video "What is the FAFSA?" in school announcements every day.
 - Post the event to school's electronic or static marquee.
 - Confirm that the entrances to the school and computer lab will be unlocked.
 - Send one more email, text message, or phone call to parents about the event.
 - Make another post on school or district social media about the event.
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- Confirm that the lab will be available one hour prior to the beginning of the event for set up (e.g., other classes, adult ed, any scheduled maintenance will be over before the FAFSA event begins).
- Print UHEAA's copies of UHEAA's "[FAFSA Night in 3 Easy Steps](#)" so that you can distribute copies to families who attend your event.

Day Before

- Confirm the lab will be ready for setup one hour prior to the beginning of the event.
- Confirm the technology is available and working (computers, guest logins, internet access, printer access, etc.).
- Double check that at least one counselor, access adviser, or other educator will be present at the event, for the duration of the event.
- Print out a sign-in sheet to document who came and who to follow up with.
- Print out instructions sheets that you found a week before.

Day of the Event

- Be at the school at least one hour prior to the event to ensure doors are unlocked and computer lab is accessible.
- Put instruction sheets at the front area so that parents and students have access to them when they enter.
- Post clear signs through school directing people to the computer lab.
- Ensure that front doors to school are unlocked so students/parents can get in.