



2010 CGS SITE **COORDINATOR** **CHECKLIST**

- Secure 200 FOTW Worksheets from U.S. Department of Education for 2010-11. Download and have available paper FAFSA's for the appropriate number of families who may wish to use the paper form.
- Watch for a shipment of College 101 Magazines from the Ohio College Access Network. Each site will receive 100 magazines that you can distribute to the students that attend. The shipment is expected to arrive during the first week in February.
- Recruit volunteers for your site. Contact each volunteer to confirm their registration and attendance. Notify them regarding the time of their arrival. Decide how you are going to assign responsibilities and manage them on the day of the event.
- Secure directional signs with your particular location. This may include signs for inside and/or outside of your location.
- Discuss with your volunteers the format of your workshop. If you want to do a presentation, you will need to coordinate a presenter(s) and create your own power point. College Goal Sunday will not provide one. Let the volunteers know who will be presenting and the role of each volunteer. Remember that some of your volunteers will not be financial aid experts and therefore need to be assigned a role in which they are comfortable.
- Discuss with your presenter the presentation that will be used and what AV needs are required.
- Print several copies of student/family and volunteer registration forms for check-in purposes. We need to gather complete information for the students as they check in for evaluation and follow-up purposes.
- Print student/family evaluations and volunteer surveys
- Ask one or more of your registration volunteers to arrive early to assist with volunteer check in. Please make sure all your volunteers are registered so that we can have an accurate count. Each volunteer should receive a volunteer evaluation form. Please provide each volunteers with a College Goal Sunday t-shirt. If they are wearing a CGS shirt from previous years, please ask them to replace it with a new t-shirt.
- Arrive at site by 12:30 p.m. unless you plan to train your volunteers prior to the event.
 - Site coordinators need to have the appropriate supplies - nametags for volunteers, pens, FAFSAs, FOTW Worksheets, College 101 magazines and evaluation forms.
 - Setup up registration table(s).
 - Make sure computer labs are open and all computers are ready. If time permits, connect to the internet and have the www.fafsa.ed.gov page up on each computer.
 - Make sure all appropriate lights are on in the building.
 - Any building problems should be addressed with security or janitorial staff.
 - Hang CGS pennants (if you have them from last year) in visible location.
 - Place signs directing families to the workshop in appropriate places.
 - Make sure the men's and women's restrooms are unlocked and lights are on.
 - Make sure the financial aid expert room is open.
 - If you are going to do a power point presentation, make sure that you have it. College Goal Sunday will not provide one for you.
 - Make sure overhead projector or LCD/laptop is connected and working and screen is available.

- Check sound system.
- If you are doing a presentation, make sure the workshop room(s) are arranged with table and chairs for 125 people.
- Make sure that you have an option available for any family that would like to complete a paper FAFSA. You may need to have a volunteer take the family(ies) off to a separate room or to the side to help with this process.

When families arrive:

- Ask them to complete the registration sign-in form with their complete information. Confirm the number of people attending the workshop. You may wish to print out the registration list from the CGS website so you have an idea of how many will be attending but we need to have the registration sign-in form completed at the time they come in. Printing several copies of the form and having them available at the registration desk will help those locations with a large number of attendees.
- If the family did not pre-register, ask them to complete sign-in registration form. Review the information for completeness.
- Give each family their materials. Each family is to receive:
 - 2010-11 FAFSA Worksheet
 - College 101 Magazine
 - Paper FAFSA if requested
 - Evaluation form
 - Black pen, if needed
 - Materials from Great Lakes
- Direct families to the appropriate room. If the family is to go straight to a computer lab, inform the volunteers ahead of time that they will have to introduce themselves.
- Remember to leave at least one volunteer at the registration table during the entire event for families that arrive late.

When the workshop begins:

- Welcome families to the workshop
- Thank the workshop site for hosting CGS.
- Recognize and thank our sponsors – Great Lakes, USAF, Lumina Foundation, OASFAA and OCAN.
- Introduce the volunteers including title, employer and number of years in financial aid. Explain that you are representing OASFAA and the purpose of College Goal Sunday.
- Announce where the restrooms and water fountains are located and ask families to turn off their cell phones and pagers.

After the workshop:

- Remind families to complete the evaluation form.
- Thank families for attending the workshop.
- Thank the site for allowing us to hold a College Goal Sunday workshop at their location.
- Answer any questions that families may have.
- Collect volunteer and family surveys to bring to the not-yet scheduled follow-up meeting.
- Gather registration sign-in sheets to bring to the not-yet scheduled follow-up meeting.

- Email Sam Selvage at sselvage@capital.edu with the following information on Monday, February 15th, or Tuesday, February, 16th if your institution is closed on Monday due to Presidents Day:
 - Site:
 - # of volunteers:
 - # of registered students:
 - # of walk-ins:
 - Total number of attendees(parents, students, etc)
 - Your name:

If you need to contact any of the CGS Co-Chairs on the day of the event, the cell numbers are listed below:

MorraLee Holzapfel: 614-202-8632

Sam Selvage: 614-214-2365

Leigh Cameron 740-815-7272