Before the Workshop:

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Activity** | **People** | **Materials / Background Info** |
| Spring Calendar Meeting | Tentative workshop date is selected and placed on AF AHS Master Calendar | * Alumni Counselor
* Network Support Director of Alumni Programs
* Principal/Director of School Operations
* Dean of College
 | * CT state school priority deadlines for returning students
 |
| Senior Dinner | Tentative workshop date is listed on the Alumni Program Calendar (given to all parents) | Alumni Counselor | * Alumni Program Calendar
 |
| September “Supporting Your Child in College” Workshop | * Verbal reminder about workshop in January for FAFSA submission
* Written reminder in PPT about workshop in January for FAFSA submission
 | Alumni Counselor | * “Support Your Child in College” PPT
 |
| 2 months before workshop | Tentative workshop date finalized | Alumni CounselorNetwork Support Director of Alumni ProgramsPrincipal/Director of School OperationsDean of College |  |
| 6 weeks before workshop | Request for volunteers from AF AHS staff is sent out via Weekly Howl and if necessary, to the Network Support Memo | Alumni Counselor | * Finalized date for workshop
* Brief description of how a volunteer can help
* Requested deadline for volunteer sign up
 |
| 1 month before workshop | * Volunteer list from AF AHS staff is finalized
* Outlook invitation to Volunteer Training session is sent to all AF AHS staff volunteers
 | Alumni Counselor AF AHS staff volunteers  |  |
| 1 month before workshop | Email Save the Date to all alumni families | Alumni Counselor | * All alumni family email addresses
* See “Exemplar`FAFSA Workshop Email Invitation”
 |
| 1 month before workshop | Mail Save the Date postcards to all alumni (home addresses) | Alumni Counselor | * All alumni home addresses
* See “FAFSA Workshop’Invitation + Checklist”
 |
| End of December | Include Save the Date and brief description in monthly newsletter to all alumni | Alumni Counselor |  |
| End of December and First week of January | Phone calls to Tier 3 parents to ensure attendance (and verbal reminder for items on the checklist) | Alumni Counselor | * Tier 3 alumni parent preferred phone numbers
 |
| 1 week before workshop | Reminder to principal that the event is taking place | Alumni Counselor |  |
| 1 week before workshop | Reminder via Outlook invite to AF AHS staff volunteers about training session and workshop, re-confirming attendance  | Alumni CounselorAF AHS staff volunteers  |  |
| 1 week before workshop | Email Save the Date to all alumni and alumni families | Alumni Counselor |  |
| 1 day before workshop | Voiceblaze to all alumni except those who RSVP’d “No”  | Alumni CounselorOps Team Support | * Record message, include: date/day, time, location, and Alumni Counselor’s phone # for questions
* All alumni cell phone numbers and all alumni parent preferred phone numbers in an Excel document (no dashes or parentheses)
 |
| 1 day before workshop | Facebook post reminder about workshop | Alumni Counselor | * Include checklist items
 |
| 1 day before workshop | RSVP #s are given to Ops Team Support for food order | Alumni Counselor |  |
| 1 day before workshop | Food order is placed (pizza, soda, snacks) | Ops Team Support | * Pizza
* Snacks (chips etc.)
* Soda
* Cutlery, Napkins, Cups
 |

Day of the Workshop:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Activity** | **Location** | **People** | **Materials** |
| 4:30 | Signs on Prince Street and Gold Street doors to direct alumni families to Gold Street Parking Lot Door | * Prince Front Door
* Prince Parking Lot Door
* Prince/Gold Door
* Gold Front Door
* Gold Side Door
* Gold Parking Lot Door (Entrance)
 | Ops Team Support | * 5 posters indicating attendees should go to Gold St. Side Door
* 1 poster indicating attendees should call Alumni Counselor to be let in
 |
| 4:45 | Set up room for volunteer training session | Classroom (with at least 20 computers) | Alumni Counselor | * Projector
* Volunteer Training PPT
* Hard copies of Volunteer Training PPT
* Pens
* Snacks
 |
| 5:00-5:30 | Volunteer training session | Classroom (with at least 20 computers) | Alumni CounselorVolunteers (5-10) | * Projector
* Volunteer Training PPT
* Hard copies of Volunteer Training PPT
* Pens
* Snacks
 |
| 5:30-5:45 | Break | Note: Return to classroom by 5:45 | Alumni CounselorVolunteers (5-10) |  |
| 5:45 | * Pizza is delivered
* Food set up
 | Classroom (with at least 20 computers) | Alumni Counselor | * Pizza
* Snacks (chips etc.)
* Soda
* Cutlery, Napkins, Cups
 |
| 5:45 | Welcome families* Families sign in
* Families take a seat at a computer, turn on computer
* Volunteer introduces themselves
 | Classroom (with at least 20 computers) | Alumni CounselorVolunteers (4-9)Alumni Families | * “FAFSA Workshop`Sign In Sheet”
* “FAFSA Workshop`How to update your submitted FAFSA”
 |
| 5:45-6:00 | Door opening | Gold Street Parking Lot Door | Volunteer (1)Alumni Families | * Alumni Counselor Phone
 |
| 6:00 | * Workshop start time
* Welcome announcement

Overview of the workshop | Classroom (with at least 20 computers) | Alumni CounselorVolunteers (5-10)Alumni Families  |  |
| 6:00-7:45 | Workshop* Volunteers are working with families to complete their 2013-2014 FAFSA
 | Classroom (with at least 20 computers) | Alumni CounselorVolunteers (5-10)Alumni Families |  |
| 7:45 | * Announcement for 15 minutes remaining
* Reminder to pick up “FAFSA Workshop`How to update your submitted FAFSA”
* Reminder to complete CSS Profile
 | Classroom (with at least 20 computers) | Alumni Counselor |  |
| 8:00 | Workshop end time | Classroom (with at least 20 computers) | Alumni CounselorVolunteers (5-10)Alumni Families | * “FAFSA Workshop`How to update your submitted FAFSA”
 |
| 8:00-8:15 | Cleanup | Classroom (with at least 20 computers) | Alumni Counselor |  |

After the Workshop:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Activity** | **Location** | **People** | **Materials** |
| Within 24 hours | Thank you notes to volunteers |  | Alumni Counselor | * Stationary
 |
| Within 48 hours | Follow up with any families who needed additional support or brought up individual concerns during the workshop |  | Alumni Counselor | * Notes from conversations during workshop
 |
| Within 2 weeks | Email reminder to complete FAFSA sent to all alumni families who did not attend |  | Alumni Counselor | * See “Exemplar`FAFSA Reminder and Resources Email”
 |