Steps to Host a FAFSA Completion Event

1. Schedule a time (Oct-Dec) when parents & students can meet together for an FAFSA completion event (it might need to be held outside of school hours). Some communities might also choose to do a 2nd FAFSA event Jan-Feb

2. Contact financial aid representative from a local community college, technical college, or university to help present information and answer questions for parents during the event.
   Financial Aid Resource Guide for list & maps of local institutions

3. Prepare Students for the Event
   - Provide a lesson about the FAFSA & types of financial aid
     FAFSA Introduction Video
     Financial Aid/FAFSA resource document
   - Take students through creating their FSA ID prior to the event
     FSA ID Instructional video
   - Send the **FAFSA on the Web Worksheet** or **FAFSA Completion Checklist** home to complete prior to the event. (This will help families know what information is needed and what questions they have for FAFSA completion day)
     FAFSA Completion Checklist: English version   Spanish version
     FAFSA on the Web Worksheet

4. Promote the FAFSA completion day with students and parents.

5. Hold your FAFSA EVENT!!!
   Tips for Successful FAFSA Completion (editable for your school)
   After the FAFSA checklist to send home with students/families
   English Version   Spanish Version

Additional Resources:
Comprehensive Financial Aid Resource Page

Types of Federal Student Aid 2021-2022 English version   Spanish Version