



ACPE
COLLEGE GOAL ALASKA
 800 East Dimond Blvd, Suite 200
 Anchorage, Alaska 99515
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 FAX 907-269-7991
CollegeGoalAK.org



CGA Site Coordinator Checklist & Timeline

Task	Details/Notes		Link
<input type="checkbox"/> Kick-Off Meeting for Site Coordinators	Monday, September 17, 2018	Via WebEx	
<input type="checkbox"/> Review New CGA Site Coordinator Orientation Presentation	Available under Planning & Implementation section of Site Coordinator Resources on CGA website	As soon as possible after Kick-Off Meeting	https://acpe.alaska.gov/Portals/3/CGA/New_CGA_Site_Coordinator_Orientation_Presentation.pdf
<input type="checkbox"/> Familiarize yourself in detail with Site Coordinator Resources available on CGA website	Planning & Implementation Marketing Volunteer Management Assessment & Data Collection	Ongoing; Available in early September	https://acpe.alaska.gov/PLANNING/College-Goal-Alaska
<input type="checkbox"/> Confirm Site Venue (apply for permits if necessary)	4-10 weeks before event		
<input type="checkbox"/> Reach out to postsecondary institutions in search of FAFSA Expert(s)	4-10 weeks before event		
<input type="checkbox"/> Find and confirm Other Volunteers	4-10 weeks before event		
<input type="checkbox"/> Confirm date and time of your event (if possible) and register your event on CGA website – “Register a CGA Event”	4-10 weeks before event	As soon as event details (venue, date, time) and volunteers (expert and other) are confirmed	https://acpe.alaska.gov/PLANNING/College-Goal-Alaska





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<input type="checkbox"/>	Ensure you have received CGA Box after you registered your event	CGA Box contains CGA marketing materials requested during registration	CGA Box is mailed out within 2-3 business days after registration	
<input type="checkbox"/>	Review Marketing your CGA Event Presentation	Available under Marketing section of Site Coordinator Resources on CGA website	As soon as you register your event	https://acpe.alaska.gov/Portals/3/CGA/Marketing_CGA_Event_Presentation.pdf
<input type="checkbox"/>	Use the Marketing resources to advertise and promote your event: <ul style="list-style-type: none"> • Make connections at schools • Reach out to local media • Post CGA Flyers in public places • Distribute CGA Postcards 	Available under Marketing section of Site Coordinator Resources on CGA website	As soon as you register your event	https://acpe.alaska.gov/PLANNING/College-Goal-Alaska
<input type="checkbox"/>	Share your event's details on your organization's facebook timeline , and on any other social media platform		As soon as you register your event, and again 1 week before the event	
<input type="checkbox"/>	Order FAFSA on the Web Worksheets (if desired)	October 1-7	Available in late September	financialaidtoolkit.ed.gov/tk/learn/fafsa/updates.jsp
<input type="checkbox"/>	Review Federal Student Aid (FSA) Videos	Available on CGA website		https://acpe.alaska.gov/PLANNING/College-Goal-Alaska





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<input type="checkbox"/>	Review FAFSA Line-by Line Presentation (if you plan to deliver it during your event)	Available under Planning & Implementation section of Site Coordinator Resources on CGA website	Updated and available in late September	https://acpe.alaska.gov/Portals/3/CGA/2019-2020_FAFSA_Line-by-Line_Presentation_Rev_10.10.18.ppt
<input type="checkbox"/>	Touch base with your Expert and Other Volunteers	1 week before event		
<input type="checkbox"/>	Print out necessary event materials, such as CGA Sign-In Sheet , and any other materials that you may find useful during your event (CGA Event Day Sample Kick-Off Script, CGA Sample Volunteer Orientation)	Available under Assessment & Data Collection section and Planning & Implementation section of Site Coordinator Resources on CGA website	1-2 days before event	https://acpe.alaska.gov/PLANNING/College-Goal-Alaska
<input type="checkbox"/>	Test run on-site equipment and review on-site furnishing; test venue set-up	1-2 days before event		
	Day of your CGA Event <i>Thank you and good luck!</i>	October-April		
	Optional: Check in via WebEx with your fellow CGA Site Coordinators and ACPE Staff Telephonically: 1-800-315-6338 PIN: 17979#	Check-in Meetings for Site Coordinators via WebEx – 11 a.m. – 12 p.m. October 26, 2018 (Join this Meeting) November 9, 2018 (Join this Meeting) December 7, 2018 (Join this Meeting) April 26, 2019 (Wrap-Up Meeting) (Join this Meeting) January 18, 2019 (Join this Meeting) February 15, 2019 (Join this Meeting) March 15, 2019 (Join this Meeting)		

