



Site Coordinator Checklist & Timeline

Task	Details/Notes		Link
<input type="checkbox"/> Kick-Off Meeting for Site Coordinators	TBD	Via WebEx	
<input type="checkbox"/> Review New Site Coordinator Orientation Presentation	Available under Event Planning & Implementation section of Site Coordinator Resources on the website	As soon as possible after Kick-Off Meeting	https://acpe.alaska.gov/FAFSA
<input type="checkbox"/> Familiarize yourself in detail with Site Coordinator Resources available on the website	<ul style="list-style-type: none"> ✓ Event Planning & Implementation ✓ Event Marketing ✓ Volunteer Management ✓ Event Assessment & Data Collection 	Ongoing; Available in late September	https://acpe.alaska.gov/FAFSA
<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 the website – “ Register a FAFSA Time Alaska 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/FAFSA



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<input type="checkbox"/>	Ensure you have received a FAFSA Time Alaska Box after you registered your event	FAFSA Time Alaska Box contains marketing materials requested during registration	FAFSA Time Alaska Box is mailed out within 2-4 business days after registration	
<input type="checkbox"/>	Review Marketing an Event Presentation	Available under Event Marketing section of Site Coordinator Resources on the website	As soon as you register your event	https://acpe.alaska.gov/FAFSA
<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 Flyers in public places 	Available under Event Marketing section of Site Coordinator Resources on the website	As soon as you register your event	https://acpe.alaska.gov/FAFSA
<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	https://studentaid.ed.gov/sa/sites/default/files/2020-21-fafsa-worksheet.pdf
<input type="checkbox"/>	Review Federal Student Aid (FSA) Videos	Available on the website		https://acpe.alaska.gov/FAFSA





Task	Details/ Notes		Link
<input type="checkbox"/> Review FAFSA Line-by Line Presentation (if you plan to deliver it during your event)	Available under Event Planning & Implementation section of Site Coordinator Resources on the website	Updated and available in early October <i>(dependent on Federal Student Aid Office's release)</i>	https://acpe.alaska.gov/FAFSA
<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 Sign-In Sheets , and any other materials that you may find useful during your event (Event Day Sample Kick-Off Script , or Sample Volunteer Orientation)	Available under Event Assessment & Data Collection section and Event Planning & Implementation section of Site Coordinator Resources on the website	1-2 days before event	https://acpe.alaska.gov/FAFSA
<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 FAFSA Time Alaska Event <i>Thank you and good luck!</i>	October-April		
Optional: Check in via WebEx with your fellow Site Coordinators and ACPE Staff Telephonically: 1-800-315-6338 PIN: 17979	Check-in Meetings for Site Coordinators via WebEx: 11 am – 12 pm October 17, 2019 (Join this Meeting) January 17, 2020 (Join this Meeting) November 15, 2019 (Join this Meeting) February 14, 2020 (Join this Meeting) April 24, 2020 (Wrap-Up Meeting) (Join this Meeting)		

