

Kentucky College Goal Sunday Site Coordinator Guide

Scholarship Drawing (REVIEW CAREFULLY: change from previous years)

- Only ONE scholarship is available for the entire program (all sites combined)
- **DO NOT do drawing at site**
- Send scholarship drawing entry forms in pre-addressed envelope to CGS co-chair after event
- Winner will be notified by CGS co-chair

Sign-In Sheets and Summary Totals

- EVERY person in attendance needs to sign in and mark their designation (student, parent, or other) to ensure we have accurate totals to report for grants, media, etc...
 - Make sure your registration table workers fully understand the importance of collecting this information
 - In the event that an attendee is uncomfortable reporting their name for sign-in, the volunteer assigned to registration should minimally write “no name” and mark the proper designation as student, parent, or other
 - Send sign-in sheets in pre-addressed envelope to CGS co-chair after event
- Keep count of FAFSAs initiated or filed at computer labs (**THIS IS NEW**)
 - Assign this responsibility to a volunteer or keep a count at your computer lab or incorporate the count into your registration process
- Email CGS co-chairs IMMEDIATELY following event, no later than Monday (Jan 31) at Noon, with summary totals.
 - Total number of students
 - Total number designated as parents or other
 - Total number of volunteers at site, including site coordinator
 - FAFSAs initiated/filed

Surveys

- Distribute and collect surveys the day of the event (these are important and required by CGS National for our grant)
 - Student/family survey (available in English and Spanish)
 - Volunteer surveys
 - Site coordinator survey
- Send all survey forms in pre-addressed envelope to CGS co-chair after event

Inclement Weather

- Review the Inclement Weather Guide in the site coordinator toolbox
- Consider creating a phone tree or have an email prepared in case the event has to be canceled due to inclement weather. When communicating with your volunteers let them know how you plan to notify them if the event is canceled due to inclement weather

FAFSA on the Web Worksheet Order and other Publications

- Place your order ASAP, if you haven't already; FSA pub site indicates shipments will begin in late December
 - <http://www.fsapubs.gov/app/Search/ItemDetails.aspx?item=EN0994P>
- IF worksheets do not arrive in time for the event for any reason, they are not required – presentation is being changed to follow FAFSA on the Web instead of worksheet
- Consider other publications that you might want to have to give to attendees at your site that can be ordered now for shipment or printed, especially in the event that FOTW worksheets are not available
 - NASFAA High School Nights
 - FSA Pubs

CGS Presentation

- CGS presentation will follow the format of the FAFSA on the Web (not worksheet)
 - Will be placed in site coordinator toolbox the 1st week of January
- Be sure to send the presentation to your site presenter as soon as we notify you that it is ready to ensure he/she has adequate time to review and prepare for the event

Site Volunteers

- Site volunteer rosters will be emailed to you very soon
 - If you have volunteers that did not submit the volunteer form, such as office employees, please have them do so ASAP to ensure we have accurate information in our volunteer database
 - You will be notified via email if there are updates to your roster
- Communicate early with volunteers:
 - Your contact information
 - Date/time/location/parking
 - Dress code: khaki pants and navy or white shirts (no school apparel)
 - Notification of volunteer assignment – especially those in key roles that may require preparation or early arrival such as presenters, media coordinators, and setup
 - Items to bring – calculators, reference materials
- Event reminders for volunteers:
 - Do not allow any solicitation
 - Do not ask students or parents for social security numbers
- Thank the volunteers after the event

Site Preparation

- Be sure that appropriate rooms have been reserved at the site location. Consider visiting the site one last time if you are not hosting the event on your campus. This visit may allow you to think about unique needs of your site which have not been outlined in this handout.
- Some of the site logistics consider:
 - Janitorial or Physical Plant services. As the site coordinator be sure you are the first to arrive to be sure doors are unlocked.
 - Reserve any IT equipment needed for event: i.e. laptop, projector screen, microphone, podium, etc. Arrive early to ensure all equipment is working properly or assign a volunteer to be your IT expert.

- Tables and chairs
- Parking
- Refreshments (which may include in-kind donations of food for your individual site)
- Make or request directional signage for event from PR department or maintenance department. General directional arrow signs are available in the site coordinator toolbox.
- Security

Photos

- Photos are encouraged. If you plan to take individual pictures of attendees, please have a supply of the photo release forms on site (in the site coordinator toolbox)
- Send us your photos after the event – we may use them to enhance the CGS website in the future

Summary of Items in Site Coordinator Toolbox

- Surveys: student/parent, volunteer, site coordinator
- Sign-in sheet
- Event summary total sheet
- Name tag template
- Directional arrows
- Photo release form
- Inclement weather guide
- CGS presentation (by 1st week of January)
- Site coordinator guide (following conference call)

Materials being shipped

- Flyers – please distribute in your local area: admission offices, high schools, libraries, YMCA's, community centers, etc...
- Scholarship drawing entry forms
- Name tags
- Surveys
- Sign-In sheets
- Pens

Items to return to CGS co-chair after event (in pre-addressed envelope)

- Scholarship drawing entry forms
- Surveys: student/parent, volunteer, site coordinator
- Sign-in sheets
- Summary total sheet
- Photo release forms, when applicable