

## Site Coordinator Planning Checklist

Write in your own due dates and use the blank spaces for additional tasks necessary for planning your event. Remember, you don't have to do all this work alone. Recruit volunteers to assist you!

PRIOR TO YOUR EVENT		
Status	Due Date	Task
<input type="radio"/>		Set the date and time of your Minnesota College Goal event.
<input type="radio"/>		Reserve available space for your event.
<input type="radio"/>		Visit the site to assess your equipment needs. What supplies are available? For example: VCR, screen, podium, tables, chairs, computers, etc. Check the facility for restrooms, handicap access and any other logistical considerations.
<input type="radio"/>		Determine what other offerings – if any - will be available at your event and start planning for them (financial aid presentation, childcare, refreshments, etc.).
<input type="radio"/>		Determine FAFSA completion method for your event. If using, call to request paper FAFSA be mailed to your site.
<input type="radio"/>		Attend a Site Coordinator Orientation Session. <a href="http://minnesotacollegegoal.org/FAFSATraining.html">http://minnesotacollegegoal.org/FAFSATraining.html</a>
<input type="radio"/>		Attend FAFSA Training. <a href="http://minnesotacollegegoal.org/FAFSATraining.html">http://minnesotacollegegoal.org/FAFSATraining.html</a>
<input type="radio"/>		Recruit volunteers to assist during your event.
<input type="radio"/>		Promote your event in the community.
<input type="radio"/>		Communicate with volunteers about what they will be doing and when to arrive. Send volunteers a reminder about the event a day or two prior to your event.
<input type="radio"/>		Prepare materials and supplies for your event.
<input type="radio"/>		

WITHIN 2 WEEKS AFTER YOUR EVENT		
Status	Due Date	Task
<input type="radio"/>		Thank your volunteers! Ask them to complete the online Volunteer Survey.
<input type="radio"/>		Return the following items Minnesota College Goal: Sign-In Sheets, Participant Surveys (if completed on paper) and Educational Award Entry Forms. Mail to <b>MINNESOTA COLLEGE GOAL, PO BOX 580325, MINNEAPOLIS, MN 55458</b> . Photos from your event can be emailed to <a href="mailto:mncollegegoal@gmail.com">mncollegegoal@gmail.com</a> .
<input type="radio"/>		Celebrate your success! Submit an article or press release to your website or local newspaper.