**Why is the steering committee necessary?**

Our research indicates that the schools with the highest FAFSA form completion rates have organized themselves to achieve these results. For that reason, we highly suggest forming a FAFSA steering committee. The benefits of creating a steering committee include:

* Implementing Brink in your school!
* Understanding the timeline and how to access resources
* Collaborating with different clubs or organizations within the school to improve the project
* Communicating directly with Brink/Impact Tulsa’s Youth Advisory Board/other Brink Schools
* Proactively enforcing and updating aspects of Brink’s program
* Creating a FAFSA-focused Ecosystem

**Who will be on it? How many people are needed?**

* All numbers are flexible- this is based off of a class of 300 students. We can work together to modify numbers that are most efficient for your school.
	+ 2 Teachers
	+ 2 Counselors
	+ 1 Administrator or principal
	+ 5+ Students (all students are welcome)
	+ 2 Parents (The purpose of having parents on the committee is to make sure that Brink is reaching homes as well as schools)

**How often will they meet?**

Meetings - Rough guideline for counselors, teachers and students

* 1 week before school starts
* 2nd week of school
* 1 month before FAFSA opens
* 2 weeks before FAFSA opens
* 1 week before FAFSA opens
* Week of FAFSA
* Meet once a month after FAFSA opens
* Before second semester begins
* 2nd week of second semester
* Once a month until FAFSA closes

**What tangible actions should be taken?**

* Organizing school wide or advisory-type assembly schedules for presentations
* Setting up and maintaining a Remind including the junior and senior classes
* Making announcements to the school
* Post and distribute flyers
* Sending out surveys at the beginning and end of each FAFSA season measuring how knowledgeable and confident the students are about FAFSA
* Organize/advertise FAFSA nights
* Communicating with Impact Tulsa’s Youth Advisory Board members at least monthly to maintain alignment.
* Principles and possibly teachers (depending on the school) attend annual summits