You can hold your own FAFSA completion event using school computer labs with financial aid officers present to answer any questions and provide direct one-on-one student/parent support.

The goal of the event is to not only inform students and parents about the importance of completing FAFSA, but to support them as they actually complete the online form.

**STEP 1** Coordinate date and location of event with schools and financial aid officers.

**STEP 2** Promote event through flyers with school logos, “Get Off Your FAFSA” stickers, social media and any efforts schools could provide such as robocalls, messages on marquees, etc.

**STEP 3** The most successful schools used class time for the students to complete the necessary steps for their unique student Federal Student Aid (FSA) ID. Event flyers can be double sided to advertise the details on one side and instructions for how to create the FSA ID on the back. Both students and parents/caregivers will need their own FSA IDs.

**STEP 4** When possible, recruit volunteers to call parents and students encouraging them to attend and/or send direct mail to the homes of graduating seniors.

**STEP 5** Students and their parents should sign-in when they arrive. Encourage school counselors and administrators to be on-hand as well as financial aid officers and volunteers to help students and parents walk through the process.

**STEP 6** As each student leaves, have them sign-out and give you a status update of whether they completed the FAFSA or may need additional follow-up support.

"I am glad that this kind of help is available for free. We stayed at the school until I finished the FAFSA. My son received a full Pell grant and now has more options for college."

- Tulsa area parent of a high school senior student