



## Volunteer Tasks

Although familiarity with the Free Application for Federal Student Aid (FAFSA) application is a plus, it is not required for someone to fulfill a useful task and have a meaningful volunteer experience at a FAFSA Fridays event. Here are a few tasks that volunteers could contribute to the event:

- Post directional signs in and outside of the school for the event. Good signage is key to getting participants to the right place.
- Greet students as they arrive to the site.
- Help students log in to the FAFSA website [FAFSA.gov](https://fafsa.gov). It is recommended that the FAFSA site and the evaluation site be bookmarked prior to the start of each event.
- Guide participants through the FAFSA application process and help answer any questions they may have.
- Monitor printers to ensure that any printouts remain confidential and replenish the paper supply as needed.
- Hand out materials to students after they complete their college application(s) such as the **Next Steps** handout.
- Assist with the check-out process to ensure that every attendee is recorded.
- Congratulate each student on completing the FAFSA. Encourage them to follow up with each financial aid office and to submit any requested documents in a timely manner.
- Assist with refreshments or lunch if they are provided.
- Remove signage, collect sign-out sheets and extra handouts, and make sure all printouts have been removed from the room(s).

College Planning



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