

Successfully Hosting a Houston FAFSA Event

- Take plenty of time to plan- a poorly-organized event will ensure that people don't come back
- Plan for exactly what you want to accomplish (goal of # of attendees, goal of # of FAFSA/TASFA submissions, etc.)
- Set up a meeting with proper campus administration to seek approval & support (if necessary)
- Secure a date
- Secure an event location (preferably a computer lab type setting)
- Ensure computers work properly & have printing capability (for signature page & TASFA printing)
- Secure printing Paper
- Submit a request to HoustonFAFSA.org (houstonfafsa@gmail.com) to get your event added to the calendar.
- Advertise your event
- Use approved HoustonFAFSA materials
- Request to have event added to school's/ organization's calendar and website (if applicable)
- Request to have event added to district calendar (if applicable)
- Request to have event added to local community calendar (if applicable)
- Recruit trained volunteers
- Host volunteer orientation/ training (if necessary)
- Assign volunteers/staff various jobs in planning/preparing for the event, with specific deadlines
- Print copies of Houston FAFSA approved tracking documents and take away materials
- Take photos of your event
- Upload photos to: Facebook (Houston FAFSA) and Twitter (#HoustonFAFSA)