# COLLEGE **BOUND SATURDAY**



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# **COORDINATOR TOOLKIT**

# Your guide to planning, promoting, and hosting a successful College Bound Saturday event

### **College Bound Saturday site coordinators:**

Thank you for agreeing to coordinate a College Bound Saturday workshop! The goal of this program is to promote awareness of state and federal financial aid programs and to encourage all students — but particularly low-income students — to complete the Free Application for Federal Student Aid (FAFSA).

While the goal is to help all West Virginians, special attention should be given to first-generation students, low-income students, students from minority groups, veterans, and adult learners, as these groups often face barriers or challenges to pursuing postsecondary education.

To ensure the success of your event, please be sure that you first complete these important tasks:

- 1. Schedule computer lab time and space at your site location as early as possible.
- 2. Recruit volunteers including at least one or two financial aid experts to assist students and families in completing the FAFSA.
- 3. Brainstorm ideas and review the best practices included in this handbook to plan additional college exploration activities for your site.
- 4. Promote the event in your community, and recruit others to help in spreading the word or in providing resources (such as snacks or door prizes).
- 5. Immediately after College Bound Saturday (and no later than June 30th), scan and email all backup documentation collected at your site to Angela Holley.

We sincerely appreciate all of the effort and time that you have committed to make this event a success. Your involvement will help West Virginia's students and families learn more about their options for financial aid and pursue the dream of completing postsecondary education.

Sincerely,

The College Foundation of West Virginia (CFWV) Team The College Bound Saturday Steering Committee



# CONTACT

### **Angela Holley, College Bound Saturday Committee Chair**

Heart of Appalachia Talent Search Program, Marshall University (304) 696-2201 holley1@marshall.edu

### Kaci Foster, College Bound Saturday Marketing Director

West Virginia Higher Education Policy Commission (304) 558-0655 (office) (304) 421-3362 (mobile) kaci.foster@wvhepc.edu

# COMMITTEE

### Amelia Courts, College Bound Saturday Committee Member

The Education Alliance amelia@educationalliance.org

### Elizabeth Manuel, College Bound Saturday Committee Member

West Virginia Higher Education Policy Commission elizabeth.manuel@wvhepc.edu

### **Brian Weingart, College Bound Saturday Committee Member**

West Virginia Higher Education Policy Commission brian.weingart@wvhepc.edu

# **ONLINE RESOURCES**

West Virginia College Bound Saturday resources https://cfwvconnect.com/college-bound-saturday

### Federal Student Aid outreach tools and resources

https://financialaidtoolkit.ed.gov/tk/www.studentaid.ed.gov/resources



# **Expectations for College Bound Saturday sites**

Organizations planning to host a College Bound Saturday Workshop must agree to meet the following two requirements:

- 1. Provide accessible facilities to host a College Bound Saturday financial aid/FAFSA workshop. The site must include at minimum:
  - One or more computer labs with internet access, printing capabilities, and an adequate number of computers to support online FAFSA completion by multiple students and families simultaneously;
  - · Financial aid materials:
  - Free one-on-one counseling and FAFSA assistance from financial aid professionals;
  - · Parking for attendees; and
  - · Restroom facilities nearby.
- 2. Select a willing and capable individual to serve as Site Coordinator for the College Bound Saturday workshop at your site, who will assume responsibility for duties including:
  - Reserving use of computer lab(s) and other necessary facilities and equipment at the site as soon as possible, and overseeing event planning and logistics at the site level throughout the process;
  - Attending one required in-person College Bound Saturday meetings and up to two required webinars;
  - Recruiting and preparing an adequate number of volunteers to staff the event including at least two
    financial aid experts to assist students and families in completing the FAFSA;
  - Promoting the event in the community and identifying community partners who can help spread the word or provide resources such as refreshments, door prizes, or donations of supplies; and
  - Ensuring all necessary documentation is collected as directed, and submitting documentation to the appropriate College Bound Saturday state-level contact(s) within one week of the event.

#### Crucial planning tips for site coordinators:

- Meet with your site host to ensure that you are both aware of the requirements and general format
  of the event. Make sure that you have exchanged up to date contact information. Ensure that the
  necessary technology, equipment, and supplies are available and that there is adequate space for
  registration, FAFSA completion, and any other financial aid activities that you may be planning for your
  site. Check the facility regarding accessibility for all students and families.
- Start early to identify and recruit potential volunteers for your site. Keep in mind that you will need some volunteers to help with logistical and administrative tasks at the event, in addition to individuals who are capable of assisting with FAFSA completion and financial aid counseling.
- Identify and touch base with other key individuals at your host site, which may include Information Technology Staff, persons who provide building access on weekends, etc. Make sure to obtain contact information for any of these individuals that you may need to reach throughout the planning process or in the event of a problem on the day of the workshop.
- Contact the state-level staff if you need guidance. Additional information about the College Bound Saturday planning process is forthcoming, and will be increasingly frequent as the event date nears.



# CFWV.COM

## The gateway to state and federal financial aid

The College Foundation of West Virginia, online at www.cfwv.com, provides FREE resources to help students and families plan, apply, and pay for education and training beyond high school. Students and families can use the site to learn about state and federal financial aid programs, including the PROMISE Scholarship and the West Virginia Higher Education Grant.

The site also features several calculators designed to assist students in estimating the amount of financial aid they can receive, estimating the pay-off from their future career as compared to investments in student loans, and in determining their estimated family contribution (EFC).

Plus, students can search the site's extensive scholarship database to locate and apply for thousands of private and institutional scholarships nationwide. **CFWV.com** is a great resource for families to utilize in learning more about financial aid before and after College Bound Saturday.

# PROGRAM OVERVIEW

College Bound Saturday is a one-day financial aid awareness event coordinated by the College Foundation of West Virginia, The Education Alliance and the WV TRIO Association with funds from Kresge, and a host of other college access organizations.

College Bound Saturday consists of a series of financial aid workshops coordinated at locations across the state. The primary goal of College Bound Saturday is to assist students and families with completing the Free Application for Federal Student Aid (FAFSA). For 2021, College Bound Saturday workshops will be held at 17 locations from 10 a.m. to 2 p.m. on June 12.

### Each workshop provides at minimum:

- computers to allow participants to submit the FAFSA online;
- · financial aid materials; and
- free one-on-one counseling with financial aid professionals.



# **SECTION 1**

# Planning your event and adhering to grant requirements

- Site Coordinator Checklist and Planning Timeline
- Basic Site Requirements
- · Event Day Reminders
- · Inclement Weather Policy
- Overview of Legal and Ethical Issues
- Evaluating the Event: the Exit Survey
- · Measuring Participation
- Prize Drawing Template (Survey Incentive)
- Event Day Forms Checklist
- · Indoor Directional Signs
- Computer Markers
- Media Notice



# **Site Coordinator Checklist**

Remember, you don't have to do all this work alone. Recruit volunteers to assist you!

May		
	Task	
О	IMPORTANT DEADLINE: Finalize basic site details (such as room location). Email these details to Angela Holley at holley1@marshall.edu.	
О	Order any federal student aid publications you may want to use at your site at <a href="https://www.studentaid.ed.gov/resources">www.studentaid.ed.gov/resources</a>	
О	Begin recruiting volunteers and secure donations for prize drawings, snacks, and supplies.	
O	Plan your community outreach efforts for June.	
O	IMPORTANT: Work with local campuses and the WVHEPC Division of Financial Aid to recruit financial aid experts. Notify Angie Holley (holley1@marshall.edu) of the names/titles of your experts.	
June		
0	<b>WEBINAR:</b> A webinar, FAFSA Line By Line, will be offered for College Bound Saturday coordinators and volunteers. Share this info with your volunteers! Date to be announced.	
0	IMPORTANT DEADLINE: Make sure that all of your volunteers have registered online (at www.cfwv.com) prior to this date. You can view your list of registered volunteers in Eventbrite.	
0	<b>REQUIRED MEETING</b> for College Bound Saturday site coordinators. Date to be announced.	
0	Place signs and banners around town if possible. If not, wait until the weekend.	



O	Confirm the participation of your volunteers. Ensure that you and your volunteer staff are familiar with the federal FAFSA site.
0	Make sure that you are familiar with all forms and processes associated with College Bound Saturday. Put together packets of materials for participants and make copies of necessary forms and information guides.
0	Confirm site details and volunteers. Provide volunteers <b>and Angela and Kaci</b> with a means to contact you over the weekend.
0	IMPORTANT: Read the Survey and Evaluation Processes and Event-Day Reporting sections of this kit carefully and be sure to follow procedures as outlined.
O	IMPORTANT: Let Kaci know about any media coverage at your site.
0	Post event photos on CFWV's Facebook wall, or Tweet or Instagram photos mentioning @CFWV and using the #CollegeBoundWV hashtag.
0	Scan and email a copy of all forms, sign-in sheets and backup documentation and email them to Angela Holley at holley1@marshall. edu.
0	Send thank you notes or personally thank your volunteers and supporters.



### Basic site requirements

For 2021, College Bound Saturday workshops will be held *from 10 a.m. to 2 p.m. on June 12.* Each workshop provides at minimum:

- computers with internet access and printing capabilities to allow participants to submit the FAFSA online;
- · financial aid materials;
- · free one-on-one counseling with financial aid professionals
- parking for attendees; and
- · restroom facilities nearby.

### Event day reminders

- 1. Check all computers and make sure that no pertinent websites are blocked.
- 2. If possible, set computer homepages to www.fafsa.gov.
- 3. Set up a holding area to contain any overflow crowds. Ensure that volunteers staffing registration and the holding area are prepared to provide an introduction to financial aid and the purpose and process for College Bound Saturday to each new arrival.
- Ensure that all attendees including parents and guests check-in or register.
- 5. Provide students with financial aid and college preparation packets.
- 6. Encourage individuals to complete the online event evaluation and survey.
- 7. Email or call Kaci Foster once you have finished checking in attendees. Also let Kaci know about any media coverage at your site.



# Overview of legal and ethical issues

College Bound Saturday site coordinators and volunteers should be aware of the following legal issues when working at College Bound Saturday sites:

### Media/Photos

Photos taken at College Bound Saturday are subject to use by the Commission in promoting college access activities. The Commission may use College Bound Saturday photos on its website, on www.cfwv.com, on Facebook, Instagram or Twitter, in print brochures — or in a variety of other publications. Site coordinators should post the media notice provided in this kit. Participants are also notified of the media use policy when they complete the registration form.

Be aware of any individual who does not consent and DO NOT take their photo.

#### **FAFSA Assistance**

To protect our volunteers and prevent confusion amongst participants, participants are asked to agree to a waiver when they complete the registration process. This waiver indicates that the participant acknowledges that he or she will not hold College Bound Saturday volunteers responsible for any errors committed in completing the FAFSA, and that volunteers are not responsible for the amount of aid a particular student may receive.

Additionally, during the volunteer registration process, volunteers are made aware of College Bound Saturday's confidentiality policies. Volunteers must not retain access to any student or family's personal financial information. Additionally, volunteers may not share knowledge gained regarding a family's financial circumstances.

### **Recruitment and Marketing**

College Bound Saturday is intended to promote college-going in general — not a particular college or career program. As such, volunteers should refrain from distributing marketing materials promoting any one college or degree program during College Bound Saturday events. Volunteers are also asked to wear neutral clothing in order to avoid creating an environment where students may feel excluded because of their college choice.



### Evaluating the event: the exit survey

To help us evaluate the impact of College Bound Saturday, we ask that site coordinators encourage families to complete the exit survey. Use your best judgment in determining who is the most appropriate person to complete the survey, but at minimum, encourage at least one person to complete a survey for every student that receives financial aid assistance. So, for example, if a family brings their own child and their child's friend, ensure that both students complete the survey. Or, as another example, if a mother attends a workshop on behalf of her child, ensure that the mother completes the survey.

To encourage more families to complete the survey, you may want to offer a prize drawing for survey respondents. A local business or organization may be willing to sponsor a prize, and you can provide entry tickets to participants who complete the online survey onsite.

### Measuring participation

Though survey responses will help us understand participants' impressions and the ultimate outcomes of the College Bound Saturday event, we will rely on the registration and check-in processes to measure participation.

To understand the registration process, it can be helpful to consider our end goals.

Essentially, at the end of the day, we want to know...

- 1. Not counting volunteers, how many people attended College Bound Saturday? (How many "bodies" were at your location that day?)
- 2. Who are those people? They can fall into one of two categories: 1) students and potential students or 2) supporter (family members and friends of students).
- 3. How many volunteers helped at your site?

Because HEPC must have accurate and complete statistics regarding participation to fulfill reporting requirements and to ensure future funding, it is **ESSENTIAL** that you train your registration volunteers to accurately capture participation numbers and to follow registration procedures. We will provide in-depth training on these procedures during the webinar.

We will use an online system, Eventbrite.com, to manage registration and participation data. Detailed instructions regarding how to use Eventbrite will be provided via webinar. If you need additional assistance after the required webinar, please do not hesitate to contact Angela Holley.



# **COLLEGE BOUND SATURDAY 2021**

# **Prize Entry Form**

Name:
Phone#:
Email:
School:(Above - List your current high school, or the college you are enrolled in or plan to attend, <b>if you are no longer in high school</b> )
COLLEGE BOUND SATURDAY 2021 Prize Entry Form
Name:
Phone#:
Email:
School:
COLLEGE BOUND SATURDAY 2021 Prize Entry Form
Name:
Phone#:
Email:
School:(Above - List your current high school, or the college you are enrolled in or plan to attend, <b>if you are no longer in high school</b> )

# Event day forms checklist

### Registration desk forms:

Great news! All of the forms formerly collected at registration have been integrated into the online registration and check-in process.

Note: We will provide you with "emergency" paper-based forms for download at https://cfwvconnect.com/college-bound-saturday. These forms will allow you to record participation in the event of an internet or power outage but should not otherwise be used.

### **Survey Completion Forms:**

O Survey Form (online): At least one person per family should complete the online survey. See the "Survey and Evaluation Processes" section on previous pages of your handbook for more information.



# GOUND SATURDAY FREE FAFSA HELP STATEWIDE - 6/12



# GOUND SATURDAY FREE FAFSA HELP STATEWIDE 6/12



ONLY —

# REGISTRATION -----

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# REGISTRATION

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# SURVEYS



# Media Notice

# You may be pictured in photos and videos from this event!

Volunteers at this event are taking photographs and recording video. Additionally, news media representatives may be on site to report on this activity.

We use these images to show program partners and funders the impact of this work. Photos and videos taken at this event are used to build support for future workshops such as this and to promote events like this to other students and families.

By your presence in this area, you acknowledge that you have been informed that you may be photographed or recorded as part of the program.

Further, by your presence, you grant your irrevocable permission for the West Virginia Higher Education Policy Commission and its assigns and partners to use your likeness, mannerisms, and voice in reports, stories, and videos documenting this event. You will not be compensated in any way for the use of your likeness, and your likeness may be published on any form of media (including social media sites) worldwide in all perpetuity.

If you do not wish to be recorded or photographed, please notify a volunteer immediately and he or she will ATTEMPT to ensure that no photographs or videos are taken of you. However, the only way to ensure that your likeness is not recorded is to leave the area.



# **SECTION 2**

# Recruiting support and managing volunteers

Successful College Bound Saturday sites work to engage partners and the community. Getting others involved builds ownership and creates excitement about the initiative. In the following pages, you will find ideas for engaging students, school faculty, and members of the community.

- Who to Involve
- Volunteer Registration
- Sample Volunteer Recruitment or Donation Request Letter
- Overview for Volunteers, Donors and Supporters
- PowerPoint Template
- Proud Supporter Signs
- Thank You Cards

### Who to involve

### **Faculty, Administrators, and Counselors**

Teachers and faculty, administrators, and counselors are your greatest allies. Share your plans with them and ask for their help brainstorming.

Here are some ideas to engage these partners in spreading the word:

- Partners could include a note about College Bound Saturday in their church bulletin, or post a flyer on the announcement boards in local businesses.
- School administrators might help you take advantage of "all call," mass e-mail, or text messaging alert systems on your campuses or in your school district.
- IT staff could post the online banner ads (included in this kit) on their organizations'
  websites, or change computer desktop images to CBS desktop wallpapers (included in this
  kit).
- Teachers and professors might offer an incentive for attending a College Bound Saturday event — many professors teaching "Intro to College" classes have offered bonus points for students who attend a CBS workshop.



#### **Students**

Recruit students to help implement College Bound Saturday. Identify student leaders or student groups who would love to bring their own ideas to the table. Ask them to share implementation ideas, volunteer at the event, and post and distribute materials.

At the college level, leadership groups, fraternities, sororities, student government associations, or public relations and marketing classes or organizations can be excellent resources. At the high school level, consider recruiting service clubs, student government officers, or 4-H and FFA clubs to help spread the word.

Ask students to promote the event through their Facebook, Instagram or Twitter accounts.

### **School or Campus Staff**

Successful College Bound Saturday sites often get the whole school community involved. Encourage your school staff, including custodians, cooks, administrative staff, librarians, IT staff — anyone who works at your school or campus — to post a sign or utilize the resources provided in Section 3.

### **Volunteers and Community Representatives**

Volunteer/Community involvement is crucial to the success of your event. Identify contacts in your community that may be interested in helping make your College Bound Saturday a success by either donating time and/or resources. Community members can serve as volunteers, provide prizes, or simply post information in their businesses or organizations. The presence of community members in your school or on your campus can lend weight and excitement to the initiative and showcase your community's dedication to promoting student success. Groups to consider include:

- School alumni
- Students' families, the PTA/O, the School Improvement Council
- Retired educators
- Community service, senior citizen, or church groups
- College and university representatives and faculty
- Business, community, and political leaders
- Youth programs (e.g. YMCA, Boys and Girls Club, 4-H, Girl and Boy Scouts of America)

Send all potential volunteers and/or groups a College Bound Saturday recruitment letter with an event explanation and details.

### **Volunteer registration**

Volunteers should register online at <u>www.cfwv.com</u> by clicking on the "College Bound Saturday" link on the homepage.



### Sample volunteer recruitment or donation request letter

This letter should be distributed to any volunteer prospects or potential donors. Update the **blue** sections with your site's event information and feel free to add more event details.

**Your Organization's Logo and Address** 

#### **Dated**

Dear Name of Organization,

Name of Your Organization is pleased to announce our participation in College Bound Saturday! College Bound Saturday is a one-day financial aid awareness event offering students and families free help in completing the Free Application for Federal Student Aid (FAFSA). College Bound Saturday workshops will be held on June 12 from 10 a.m. to 2 p.m. Our workshop will be held insert your site location.

These workshops offer students and families the opportunity to learn about and complete the Free Application for Federal Student Aid (FAFSA). Completing the FAFSA is one of the most important steps in preparing for education and training beyond high school, because this single form often serves as the gateway to state and federal financial aid programs.

College Bound Saturday workshops are free and are open to students of any age or incomelevel who are interested in pursuing (or are currently enrolled in) a certificate program, a two-year degree program, or a four-year degree program.

The College Foundation of West Virginia (CFWV), The Education Alliance and the WV TRIO Association with funds from Kresge, and a host of other college access organizations work together to coordinate the event — but we need your help to make it a success.

In order to provide these free services to our students, College Bound Saturday relies on the generosity of volunteers and donors.

We would welcome **insert request (assistance, donations, etc)**. With your help, students can get free help finding resources to finance their college education. Our students would appreciate and benefit from your support as they take a big step toward going to college.

If you are able to assist us in making College Bound Saturday a success, please contact **Insert Contact Info**.

Thank you!

**Your Name Your Title** 

Note: You can download a version of this letter in Microsoft Word on the CGS partner toolkit page.



# College Bound Saturday Overview

### What is College Bound Saturday?

College Bound Saturday is a one-day financial aid awareness event offering students and families free help in completing the Free Application for Federal Student Aid (FAFSA).

### When and Where is College Bound Saturday?

College Bound Saturday workshops will be held on June 12 from 10 a.m. to 2 p.m. For a list of locations, visit www.cfwv.com.

### Why does West Virginia host College Bound Saturday?

West Virginia's students are leaving money on the table when it comes to financial aid for college. And students are far more likely to go to college if they complete a FAFSA, because they realize — often for the first time — that college is affordable. College Bound Saturday workshops offer students and families the opportunity to learn about the FAFSA and other aid programs, and to get help completing this important form.

### Who can get help at College Bound Saturday?

The workshops are open to students of any age or income-level who are interested in pursuing (or are currently enrolled in) a certificate program, a two-year degree program, or a four-year degree program.

### Is there a cost to attend College Bound Saturday?

No! Services provided at College Bound Saturday are free.

### What happens during College Bound Saturday?

Financial aid experts from West Virginia's colleges and universities, college access programs, and the community provide free, confidential assistance completing the FAFSA.

#### Who coordinates College Bound Saturday?

College Bound Saturday is coordinated by the College Foundation of West Virginia (CFWV), The Education Alliance and the WV TRIO Association with funds from Kresge, and a host of other college access organizations. The event is supported by the state's two-year and four-year colleges and universities and PK-12 system.

#### How can I help?

You can help by assisting students in completing the FAFSA, in helping with workshop logistics (such as staffing registration), or in promoting the event in the community. Volunteers are a crucial part of the event's success — and there are many ways to contribute! To sign up to volunteer, visit www.cfwv.com.

### **About College Bound Saturday**

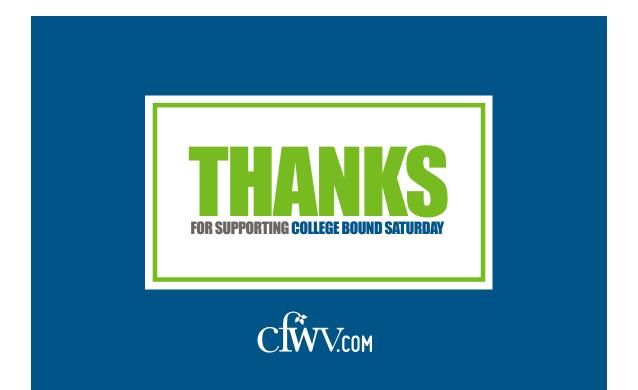
**About CFWV:** The College Foundation of West Virginia (CFWV) offers free college- and career-planning resources, including <a href="https://www.cfwv.com">www.cfwv.com</a>, a free website to help students and families plan, apply, and pay for education and training beyond high school. CFWV is coordinated by the West Virginia Higher Education Policy Commission in conjunction with the Community and Technical College System of West Virginia, the West Virginia Department of Education, and the West Virginia Department of Education and the Arts.



# - PROUD SUPPORTER OF -

# COLLEGE BOUND SATURDAY FREE FAFSA HELP STATEWIDE - 6/12







# **SECTION 3**

### Communications and Outreach

- · Overview of State-Level Marketing
- Elevator Pitch
- Copy Points
- Style Guide
- Logo Use Standards
- Computer Desktop Backgrounds
- Email Script
- Email Signature Template
- Social Media Tips
- Social Media Scripts
- Online Banner and Block Ads
- Postcards
- Stickers
- Flyers
- Poster
- Table Tents
- Community Announcement Template/Script
- Student/Family Letter

Overview of State-Level Marketing

The following marketing and outreach efforts will be coordinated at the state-level:

- ✓ Radio Advertisments
- ✓ Print Advertisments
- ✓ Online Advertisments and Email Blasts
- ✓ Direct Mail (brochure including locations and "what to bring" list)
- ✓ Media Outreach to Statewide and Regional News Outlets

We welcome advertising support from partners! If an organization in your community would like to sponsor ads or commercials in support of your site, please work with Kaci Foster to develop artwork for the spot or ad.



### Elevator pitch

If you have just 30 seconds to tell someone about College Bound Saturday...

"College Bound Saturday is an opportunity for students and families to get FREE help completing the Free Application for Federal Student Aid (FAFSA). Local financial aid professionals will offer one-on-one, confidential support to anyone planning to attend college. College Bound Saturday will be held on June 12, 2021. Visit https://cfwvconnect.com/college-bound-saturday for details."

### Copy points

Copy points are listed in order by priority.

College Bound Saturday is an opportunity for students and families to get free help completing the Free Application for Federal Student Aid (FAFSA).

College Bound Saturday will be held on June 12, 2021.

Local financial aid professionals will offer one-on-one, confidential support to anyone planning to attend college —regardless of their age or income.

Visit https://cfwvconnect.com/college-bound-saturday for details.

Completing the FAFSA is one of the most important steps in preparing for college. Any student planning to enroll or re-enroll in college next year should complete this important form. That includes adult learners and returning college students.

College Bound Saturday is staffed by financial aid experts who will not share families' information. Students who participate will submit the FAFSA onsite through the federal government's online form, which is completely secure.

The nearest College Bound Saturday workshop for our area will be held at:

Location:

Time(s): 10 a.m. - 2 p.m.

Contact:

Students and families participating should bring their social security number and 2019 tax records. Those who have not yet completed their 2019 taxes can bring their 2018 forms. For a complete list of what to bring, visit https://cfwvconnect.com/college-bound-saturday.



# Computer desktop backgrounds



Computer desktops and backgrounds can be free advertising space for your College Bound Saturday event. In the weeks leading up to the event, ask local schools, libraries, or other organizations hosting public computer labs to change the desktop on computers to these backgrounds. You may need to work with IT staff to accomplish this.

This background (above) is available in various sizes to fit different screens.

You may also be able to use these files to create digital displays on television or computer screens in lobbies or other public areas around your organization's campus.



### E-mail script

On June 12, West Virginia will host the first College Bound Saturday event! College Bound Saturday is an opportunity for students and families to get FREE help completing the Free Application for Federal Student Aid (FAFSA). Local financial aid professionals will offer one-on-one, confidential support to anyone planning to attend college.

College Bound Saturday will be held on June 12, 2021 from 10 a.m. to 2 p.m. Visit https://cfwvconnect.com/college-bound-saturday for details, including locations and a list of what to bring.

Anyone who plans to attend a two-year or four-year college in the next 12 months can (and should) attend a College Bound Saturday workshop. The workshops are open to everyone, regardless of age or income. High school seniors, current college students, and adults who want to go to college can attend.

College Bound Saturday is staffed by professionals who will maintain the confidentiality and security of families' financial records. College Bound Saturday is coordinated by the College Foundation of West Virginia, The Education Alliance and the WV TRIO Association with funds from Kresge.

Please help us spread the word about College Bound Saturday by sharing this information with those you think can benefit. I have also attached a flyer. If you have a few moments, I'd really appreciate it if you would print it and hang it at your workplace, church, or community center!

Thank you!

### E-mail signature template

Need cash for college? Get help finding it! College Bound Saturday offers free help completing the Free Application for Federal Student Aid (FAFSA). College Bound Saturday workshops will be hosted at locations across West Virginia on June 12, 2021. For more information, visit https://cfwvconnect.com/college-bound-saturday!

### Digital sticker

Use the digital sticker on your social media pages or in your email signature!





### Social media tips

- 1. Follow CFWV on Facebook and Twitter!
  - www.facebook.com/collegefoundationofwv
  - www.twitter.com/cfwv
- 2. Invite your Facebook friends to attend College Bound Saturday...
  - Go to CFWV's Facebook page.
  - Click on "Events," then click on College Bound Saturday event.
  - Click "join" to tell your friends you'll be there (your RSVP will show up in your feed).
  - Then click "share" to send personal invitations to your Facebook friends!
- 3. Share and retweet CFWV's status messages about College Bound Saturday and FAFSA completion. Here are some tips:

"Liking" a Facebook status helps more people see the status — and sharing helps even more. So it's great to do both.

Unlike "liking" on Facebook, "favoriting" a Tweet really doesn't do much except save the Tweet for you to refer back to later. The best way to promote a Tweet is to retweet it!

It can also help to add your own note to the Tweet - because chances are, your followers will pay more attention to it then. Here's an example:

**Potential Retweet:** I'm volunteering at RHS! RT @CFWV College Bound Saturday is just 2 weeks away! Get free help filing the FAFSA. Details: <a href="https://example.com/normalized-retails-retai

In the example above, "I'm volunteering at RHS!" is your personal note. "RT @ CFWV" indicates the content to follow is a Retweet and gives the original source (CFWV).

- 4. Download the social media calendar and scripts and pass it along to partners you think might be willing to spread the word. This could include...
  - College or university communications staff members
  - College or university admissions and financial aid staff members
  - High school counselors
  - Media and communications teachers and students
  - Church groups
  - Civic organizations (libraries, rotary clubs, town or county groups)
  - Youth groups (e.g. 4-H, Hi-Y, Boy and Girl Scouts)
- 5. Use the hashtag! Hashtags alert people that your Tweets are referring to a shared experience or something big that is going on in their community. Our tag is simply #CollegeBoundWV.



# Social media scripts

### **Sample Tweets:**

- #CollegeBoundWV is happening June 12! Get free #FAFSA help! Details, locations & what to bring: https://cfwvconnect.com/college-bound-saturday
- <My Organization> is a proud supporter of #CollegeBoundWV! Get free #FAFSA help on June 12. Details: https://cfwvconnect.com/college-bound-saturday
- #CollegeBoundWV is happening on June 12 & we're proud to be one of them! Get free #FAFSA help: https://cfwvconnect.com/college-bound-saturday
- Filing the #FAFSA is super important for anyone attending college in 2021-22. Get free help at #CollegeBoundWV! https://cfwvconnect.com/college-bound-saturday
- Many WV students qualify for fin aid, but don't apply! Don't miss out. Get help w the #FAFSA at #CollegeBoundWV! https://cfwvconnect.com/college-bound-saturday
- @CFWV is hosting #CollegeBoundWV on June 12! Get free help w the #FAFSA at <location> . https://cfwvconnect.com/college-bound-saturday
- Who's going to #CollegeBoundWV? Free #FAFSA help on June 12. Register https://cfwvconnect.com/college-bound-saturday
- College students: if you're coming back to college next year, fill out the #FAFSA! Get help at #CollegeBoundWV. https://cfwvconnect.com/college-bound-saturday
- 12th graders: it's time to fill out the #FAFSA for college! Get free help at #CollegeBoundWV on June 12. https://cfwvconnect.com/college-bound-saturday
- Find financial aid for college... 2-year, 4-year & certificate programs. Fill out the #FAFSA at #CollegeBoundWV. https://cfwvconnect.com/college-bound-saturday
- Confused about the #FAFSA? Watch this short video: http://bit.ly/Hof4T6 Then go to #CollegeBoundWV! https://cfwvconnect.com/college-bound-saturday
- Filing the #FAFSA is the most important step in finding financial aid for college. Get free help! #CollegeBoundWV. https://cfwvconnect.com/college-bound-saturday

### **Sample Posts:**

You can adapt any of the Tweets above for Facebook by just changing the #CollegeBoundWV hashtag to "College Bound Saturday" and removing other hashtags and cleaning up abbreviations.



### Banner and block ads

Various online display ads (also known as banner and block ads) are available for your use. Here are some examples of places these ads might be used:

- · EdLine or other school websites
- · College or university websites
- Partner websites
- On social media pages (share them as photos)
- Local news media websites (if they are willing to donate space)

You may also be able to use these files to create digital displays on television or computer screens in lobbies or other public areas around your organization's campus.

You may need to work with your IT staff to display these ads. Ads should link to this address: https://cfwvconnect.com/college-bound-saturday







File the FAFSA for your chance to win a computer at each location!

# COLLEGE BOUND SATURDAY

FREE FAFSA HELP FROM

File the FAFSA for your chance to win a comp

















College Bound Saturday West Virginia College Foundation of West Virginia (CFWV) Higher Education Policy Commission 1018 Kanawha Boulevard East Charleston, WV 25301

College Bound Saturday is an opportunity for students and families to get FREE help with completiting the Free Application for Federal Student Aid (FAFSA). Workshops will be held across WV on June 12, 2021! Visit https://cfwvconnect.com/college-bound-saturday for details and locations.

The College Foundation of West Virginia (CFWV), The Education Alliance and the WV TRIO Association with funds from Kresge, and a host of other college access organizations work together to coordinate this event

The College Foundation of West Virginia (CFWV) offers free collegeand career-planning resources, including www.cfwv.com, a free website to help students and families plan, apply, and pay for education and training beyond high school. CFWV is coordinated by the West Virginia Higher Education Policy Commission in conjunction with the Community and Technical College System of West Virginia, and the West Virginia Department of Education.

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# FIND CASH FOR COLLEGE.

College Bound Saturday is an opportunity for students and families to get FREE confidential, professional help completing the Free Application for Federal Student Aid (FAFSA).

For details and locations, or to pre-register, visit West Virginia's free college-planning website at https://cfwvconnect.com/college-bound-saturday.

DATE/TIME:

**SATURDAY, JUNE 12 10:00 AM - 2:00 PM** 

Stop by anytime between 10 AM and 2 PM!

For a list of locations and what to bring, please visit cfwv.com.

# **COLLEGE BOUND SATURDAY**

College Bound Saturday is an opportunity for students and families to get FREE, confidential, professional help with completing the Free Application for Federal Student Aid (FAFSA). Anyone planning to attend college is eligible to participate — regardless of your age or income.

Join us on June	12,	2021	from	10	AM	TO	2	PM	I
-----------------	-----	------	------	----	----	----	---	----	---

Where:

Contact:

In order to complete the FAFSA at a College Bound Saturday workshop, you and your parents must bring several documents, including your 2019 federal tax records. If your tax records are not available, please bring 2018 records (but please note, you will have to edit your FAFSA again later if you use information from last year).

# Please bring:

- Your driver's license (if you have one)
- Your Social Security number
- Your parents' (or guardians') Social Security number
- 2019 tax records, including W-2 forms and filed tax returns for:
  - You
  - Your parents/guardians
  - Your spouse (if you are married)
- Your 2019 untaxed income records, including:
  - child support
  - worker's compensation
  - untaxed portions of pensions
  - Any other untaxed income you may have received
- Information about your/your parent's investments and bank account balances
- Your alien registration or permanent resident card (if you are not a U.S. citizen)
- Your and your parent or guardian's FSA ID (visit www.fsaid.ed.gov to obtain an FSA ID).

The volunteers at College Bound Saturday workshops are professionals who will not share or misuse your personal information. Your FAFSA will be submitted through a network secured by the Federal government. You can attend a College Bound Saturday workshop at any location, regardless of what college or university you attend or plan to attend as a student.

To learn more, or to pre-register, visit www.cfwv.com or call (304) 558-0655.



# FIND CASH FOR COLLEGE.

College Bound Saturday is an opportunity for students and families to get FREE confidential, professional help completing the Free Application for Federal Student Aid (FAFSA).

For details and locations, or to pre-register, visit West Virginia's free college-planning website at https://cfwvconnect.com/college-bound-

DATE/TIME:

**SATURDAY, JUNE 12 10:00 AM - 2:00 PM** 

Stop by anytime between 10 AM and 2 PM!

For a list of locations and what to bring, please visit cfwv.com.

# **COLLEGE BOUND SATURDAY**

College Bound Saturday is an opportunity for students and families to get FREE, confidential, professional help with completing the Free Application for Federal Student Aid (FAFSA). Anyone planning to attend college is eligible to participate — regardless of your age or income.

# Join us on June 12, 2021 from 10 AM TO 2 PM!

Where:

Contact:

In order to complete the FAFSA at a College Bound Saturday workshop, you and your parents must bring several documents, including your 2019 federal tax records. If your tax records are not available, please bring 2018 records (but please note, you will have to edit your FAFSA again later if you use information from last year).

# Please bring:

- Your driver's license (if you have one)
- Your Social Security number
- · Your parents' (or guardians') Social Security number
- 2019 tax records, including W-2 forms and filed tax returns for:
  - You
  - Your parents/guardians
  - Your spouse (if you are married)
- Your 2019 untaxed income records, including:
  - child support
  - worker's compensation
  - untaxed portions of pensions
  - Any other untaxed income you may have received
- · Information about your/your parent's investments and bank account balances
- Your alien registration or permanent resident card (if you are not a U.S. citizen)
- Your and your parent or guardian's FSA ID (visit www.fsaid.ed.gov to obtain an FSA ID).

The volunteers at College Bound Saturday workshops are professionals who will not share or misuse your personal information. Your FAFSA will be submitted through a network secured by the Federal government. You can attend a College Bound Saturday workshop at any location, regardless of what college or university you attend or plan to attend as a student.

To learn more, or to pre-register, visit www.cfwv.com or call (304) 558-0655.

# **Poster**

11x17" posters are available for download. At the bottom, there is space for you to include your site information. You can either write in the site details, or print labels and attach them. Here are some examples of places these posters might be used:

- · High school or college campuses
- · Adult basic education meeting rooms
- · Libraries, court houses, and town halls
- Businesses (Grocery stores, gas stations, banks, restaurants)
- · Sports stadiums, gymnasiums and fitness centers
- Doctors offices
- Workforce centers





Stop by <u>anytime</u> between 10 AM and 2 PM!

For a list of locations and what to bring, please visit cfwv.com.



# GOUND SATURDAY FREE FAFSA HELP STATEWINE 6/12

FOLD

# FOR COLLEGE.

College Bound Saturday is an opportunity for students and families to get FREE help with completing the Free Application for Federal Student Aid (FAFSA).

Experts will be on hand to offer confidential, professional support for anyone who needs to complete the FAFSA.

**SATURDAY, JUNE 12, 2021 10:00 AM - 2:00 PM** 

For details and additional locations, please visit **cfwv.com.** 

# GOUND SATURDAY FREE FAFSA HELP STATEWINE 6/12

FOLD

# FOR COLLEGE.

College Bound Saturday is an opportunity for students and families to get FREE help with completing the Free Application for Federal Student Aid (FAFSA).

Experts will be on hand to offer confidential, professional support for anyone who needs to complete the FAFSA.

SATURDAY, JUNE 12, 2021 10:00 AM - 2:00 PM

For details and additional locations, please visit cfwv.com.

FOLD

# Style guide

Please reference the following guide when creating any material on behalf of the program. For news releases and alerts, please also consult:

Kaci Foster, Director of Communications and Outreach West Virginia Higher Education Policy Commission (304) 558-0655 • kaci.foster@wvhepc.edu

College Foundation of West Virginia - "College Foundation of West Virginia" should be spelled out on first reference. Thereafter, CFWV is acceptable. When referencing the initiative, capitalize all letters (CFWV). When speaking of the web address, use lowercase letters and include ".com," (cfwv.com). When providing an explanation of the web site, say "cfwv.com, the state's free college-planning web portal."

**College Bound Saturday** - "College Bound Saturday is preferred. "CBS" may only be used in informal, internal documents. When including a date, use "College Bound Saturday 2021," not "2021 College Bound Saturday." If including the state, use "College Bound Saturday West Virginia," not "West Virginia College Bound Saturday."

**Free Application For Federal Student Aid** - On first reference, spell out the name of the form. On subsequent references, FAFSA is acceptable.

**GEAR UP** - GEAR UP is a federally funded college access program. It is fine to use "GEAR UP" on first reference. However, if you choose to reference the full name of the program, say "Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP)." It is not appropriate to write "Gear Up," "Gear-Up" or any other variation.

**Phone numbers -** Should always appear in the format (999) 999-9999.

Postsecondary - One word, no hyphen.

**TRIO** - TRIO is a category of federally funded college access and student success programs. TRIO should be presented in all caps.

**West Virginia Association of Student Financial Aid Administrators** - On first reference, spell out the name of the organization. On subsequent references, WVASFAA is acceptable.

**West Virginia Council for Community and Technical College Education -** not West Virginia Community and Technical College Council.

**West Virginia Higher Education Policy Commission** - on second reference "the Commission" is preferred. HEPC is also acceptable. Incorrect: The West Virginia Higher Education Policy Commission (do not capitalize "the" within a sentence), WV Higher Education Policy Commission, and W.Va. Higher Education Policy Commission.

**www.cfwv.com** - cfwv.com is also acceptable. http://www.cfwv.com or any longer version of the web address is not, except when providing a live link within a document.



# Community announcements template/script

<Insert Date>

Please announce as frequently as possible, through June 12, 2021

Contact: <Insert Contact Information>
Title
Organization
Address
City, State, Zip
(304) ###-####
email@organization.com

Don't forget, if you're planning on continuing your education after high school or going back to college, you must complete the Free Application for Federal Student Aid (the FAFSA). You and your family can get FREE help filling out and submitting the FAFSA during College Bound Saturday. College Bound Saturday is a one-day event that will be held throughout the state.

The closest College Bound Saturday workshop to us will be held on Saturday, June 12 at:

<Insert Location>

<Insert Room #, Building # and Other Directions>

from 10 a.m. to 2 p.m.

Local financial aid professionals will be on hand to offer one-on-one, confidential support. To pre-register and get all the details, including directions and a list of what to bring, visit cfwv.com. That's cfwv.com.

###

Note: You can download a version of this letter in Microsoft Word from the College Bound Saturday toolkit webpage.



# Sample student/family letter

(Orange content to be inserted based on event details.)

School or Organization Logo School or Organization Address

# **Date**

Name of Your Organization is pleased to announce our support of College Bound Saturday!

College Bound Saturday is a one-day event offering students and families free help in completing the Free Application for Federal Student Aid (FAFSA). College Bound Saturday workshops will be held across the state on June 12 from 10 a.m. to 2 p.m. The workshop closest to our area will be at insert location details.

Completing the FAFSA is one of the most important steps in preparing for education and training beyond high school, because this single form often serves as the gateway to state and federal financial aid programs.

College Bound Saturday workshops are free and are open to students of any age or incomelevel who are interested in pursuing (or are currently enrolled in) a certificate program, a two-year degree program, or a four-year degree program.

The College Foundation of West Virginia (CFWV), The Education Alliance and the WV TRIO Association with funds from Kresge, and a host of other college access organizations work together to coordinate the event.

If you would like to participate in College Bound Saturday, you can pre-register at cfwv.com or you can simply arrive at **insert location** on June 12. In order to complete the FAFSA that day, you will need to bring:

- Your driver's license (if you have one)
- · Your social security number
- Your parents' or guardians' social security number (if you are a dependent)
- Current tax records, including W2s and this year's or last year's filed returns, for you, your parents or guardians, and/or your spouse.
- Records of your current untaxed income, including child support, worker's compensation, untaxed portions of pensions, and any other untaxed income you may receive.

This information will be kept completely confidential, and you will work one-on-one with financial aid experts who will not share or save your information.

To find more information about College Bound Saturday or to pre-register, please visit cfwv.com.

## Signature

Note: You can download a version of this letter in Microsoft Word from the College Bound Saturday toolkit page.



# Activities for younger students and families

# 7th-Grade, 8th-Grade, Freshmen and Sophomore Students:

**Provide an overview of the requirements of the PROMISE Scholarship:** Because students' grades begin to count toward their overall high school GPA the moment they step foot in high school (9th grade), students should understand the academic requirements of PROMISE early.

Related resources: Financial Aid 101; the PROMISE scholarship page of CFWV.com

Review the Financial Aid 101 Guide: Students should be aware of federal and state grants and scholarships so that they can make informed decisions as they work toward graduation.

Related resources: Financial Aid 101; the "Cash for College" section of CFWV.com; the Financial Aid Planning section of CFWV.com

**Encourage students and parents to utilize cfwv.com:** If possible, guide them through the site on a computer. CFWV.com offers career- and high-school planning resources to help students stay on track in preparing for college. Resources that are particularly relevant to this age group are:

- The career exploration section: Students can take quizzes to determine the career fields that best match their interests and skills. They can then explore career profiles to learn more about specific jobs, salary projections, and the education required.
- The high school planning timeline: The planning timeline offers step-by-step checklists for each year of high school. Students can complete these steps to ensure they are adequately preparing for college and getting the most out of their high school education. Parents who create an account can link it to their student's account to track their child's progress.
- The scholarship finder: Though students typically can't apply for federal and state programs
  earlier than their senior year, many private scholarships are open to younger applicants.
  Students can find thousands of scholarships from all across the nation and begin applying for
  money for college now.
- The college profile section: Students can learn more about all of West Virginia's colleges and universities —and schools nationwide —by viewing profiles for each college within the college planning section. Related resources: "What is CFWV.com" one-page guide

Encourage families to connect with CFWV on Facebook and Twitter: CFWV staff members post daily information about scholarships and grants, along with vital college-planning info

Related resources: CFWV Facebook page: www.facebook.com/collegefoundationofwv; CFWV Twitter feed: www.twitter.com/cfwv

## **Junior Students:**

Junior students can benefit from all of the activities listed above, and...

**FAFSA 4-Caster**: It may be useful to assist juniors and their families in completing the U.S. Dept. of Education's FAFSA 4-Caster. The 4-Caster gives families an indicator of the aid they might receive as seniors, and helps them learn more about their options for paying for college. Be sure to explain to students that this is only an estimate. Related resources: The FAFSA 4-Caster link on the homepage of FAFSA.ed.gov.

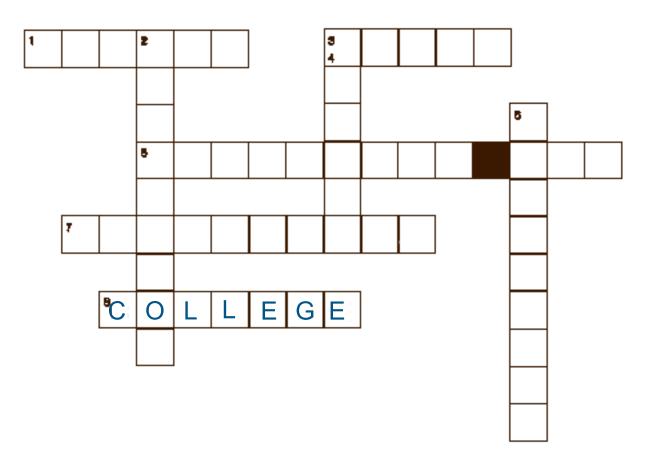
**Net Price Calculators:** Colleges and universities are required to feature "net price calculators" on their websites. Students can use these calculators to tally an estimated cost of college at any given institution. Many of these calculators also factor in available financial aid. Related resources: The FAFSA 4-Caster link on the homepage of FAFSA.ed.gov.



# College Cross Word

Use the clues to fill in the blanks!

- 1. A group of buildings and outdoor spaces that make up a college.
- 2. The teacher or instructor of a college class.
- 3. The subject area a student chooses to pursue in college. This is often related to the career he or she wants.
- 4. An animal, person, or symbol that represents a college, in particular for sports.
- 5. Money provided to help pay for college. This can be in the form of scholarships, grants, loans, or work study.
- 6. The degree or diploma typically given for completing a four-year college program.
- 7. The degree or diploma typically given for completing a two-year college program.
- 8. Any form of education or training beyond high school, including a certificate program, a two-year degree program, or a four-year degree program.



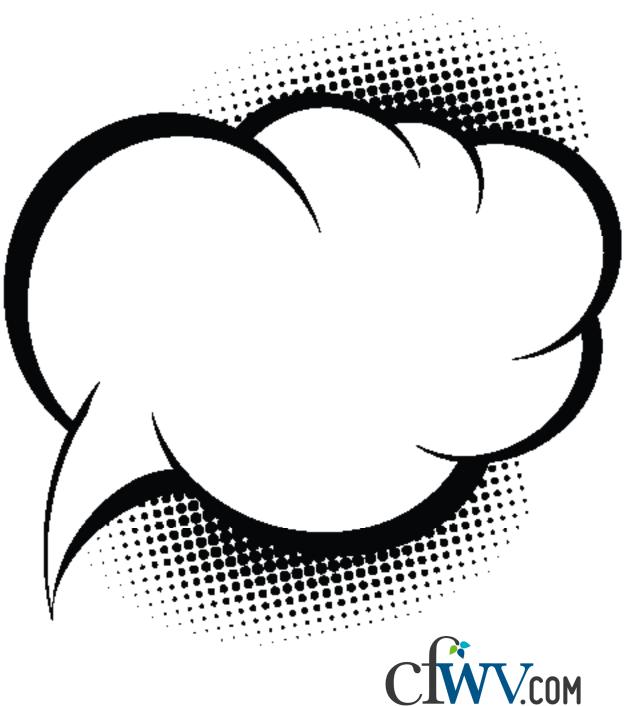


# Picture Yourself...

# Name:

Can you picture yourself in college? What does the college look like? What do you look like and what are you doing? What sort of career are you working toward?

Draw a picture in the bubble below to show your dreams for college.



# **COLLEGE ROAD MAP**

To reach your dream of going to college, you need a plan!

Think about challenges you will face and how you will get past them.

And don't forget - your family, teachers and friends can help you along the way!

As you get older, you can create and keep track of your college plan at www.cfwv.com.

How can college help you reach your dreams?



EL, 2 COI

Can you think of 3 people who can help you keep going to meet your goal?

- 1.
- 2.
- 3.

What college do you

# What is CFW/?

The College Foundation of West Virginia (CFWV) provides free resources to help students and families plan, apply, and pay for education and training beyond high school.CFWV.com is a free website that features career and college exploration tools, information about all federal and state-level financial aid programs (including the PROMISE Scholarship and Higher Education Grant Programs), and details about the state's colleges and universities

# **for STUDENTS**

CFWV.com can help you get ready for the next page in your life -whether that's high school, college, or a career. Practice for tests, explore careers, learn about campus life, and find cash for college!

Of course, all this planning can get a little stressful. To help you deal, CFWV.com even lets you create a portfolio. That way, you can easily keep track of everything happening in your life right now.

You might want to check out the...

- scholarship finder
- career interest profiler
- college and university profiles
- FREE ACT/SAT prep tools
- portfolio

# for PARENTS

CFWV.com can help you and your child plan educational and career goals, and the site offers plenty of tips for family members who want to help their students get the most out of their education.

Resources on the site can help you calculate the cost of college, learn about college admissions requirements, and find a college or university that's a good fit for your student

You might want to check out the..

- scholarship finder
- financial aid calculator
- college and university profiles
- resources to help you go back to school

# for EDUCATORS

Counselors can track students' progress, see which students have applied to colleges, and send messages and reminders to students through CFWV.com.

to help you return to school. The site offers

CFWV.com can help you find information

**FOR ADULT LEARNERS** 

schoolwork with other aspects of your life! You can also find jobs, create a resume or

You might want to check out the..

prepare for an interview.

financial aid calculator

resources specifically for adult students, including information about financial aid. You can even find tips on how to balance

·Teachers can use CFWV.com to help students explore their options after high school and practice for tests like the ACT and SAT. There are even resources designed to help students study smarter.

You might want to check out the..

- Resource Center
- Professional Center

articles about returning to school
 degree programs offered in the state

resume and interview tips

- study skills section
- degree programs offered in the state









# FINANCIAL AID FACT SHEET

# FOR ALL WEST VIRGINIA STUDENTS ATTENDING COLLEGE IN THE 2021-2022 ACADEMIC YEAR

# **WEST VIRGINIA HIGHER EDUCATION GRANT**

The WV Higher Education Grant Program is a need-based financial aid program for WV students. Awards are based on demonstrated financial need (as determined by the information students provide on the FAFSA).

# **Program requirements:** Students must:

- ✓ Be a citizen of the United States;
- ✓ Be a WV resident for at least 12 months prior to applying;
- ✓ Be a high school graduate or the equivalent there of;
- ✓ Complete the FAFSA and demonstrate a certain level of financial need;
- ✓ Demonstrate academic promise;
- Enroll as a full-time undergraduate student at a participating institution;
- ✓ Have not previously earned a bachelor's degree.

**To apply:** You must complete and submit the FAFSA by April 15, 2021.

**Award amount:** The award amount varies each year. Maximum annual awards for the 2020-21 academic year were \$2,900.

**Eligible Institutions:** The award can be used at participating institutions within WV and PA. To view a complete list of participating institutions, visit **cfwv.com**.

# PROMISE SCHOLARSHIP

The WV PROMISE Scholarship Program is a merit-based financial aid program available to WV residents who meet certain academic standards.

## **Program requirements:** Students must:

- ✓ Have both a core and cumulative grade point average (GPA) of 3.0 or higher\*
- Meet the minimum test score requirements on either the ACT or the SAT.

Minimum test score requirements for PROMISE					
ACT	SAT				
Composite: 22	Total score: 1100				
English: 20	Reading/writing: 530				
Math: 20	Math: 520				
Science: 20					
Reading: 20					
Last test date: July 17, 2021 (ACT)	Last test date: June 5, 2021 (SAT)				

<sup>\*</sup> Must achieve a cumulative grade point average of at least 3.0 on a 4.0 scale or whatever is considered a "B" average, based on county grading policies in both the core courses and overall coursework (weighted grades may be used). The core GPA includes all core courses, but does not include electives. For a complete list of courses, visit cfwv.com/promise.

**Award amount:** Eligible applicants will receive annual awards up to \$4,750 to cover the cost of tuition and mandatory fees at eligible institutions in WV.

**To apply:** Beginning October 1, 2020, file the PROMISE application at **cfwv.com/promise** and the 2021-2022 FASFA at **FASFA.gov** by March 1, 2021.

# ENGINEERING. SCIENCE AND TECHNOLOGY SCHOLARSHIP

Scholarships are awarded on the basis of academic qualifications and interest in the science, engineering, and technology fields. Priority is given to WV residents.

# Program requirements: Students must:

✓ Be a United States citizen or resident alien;

- ✓ Complete the application available at **cfwv.com** by March 1, 2021;
- ✓ Agree to work full-time in an engineering, science, or technology field in WV for one year for each year the scholarship was received.\*

**To apply:** Submit an application by March 1, 2021. The application will be available on Oct. 1, 2020 at **cfwv.com**.

**Award amount:** Not to exceed \$3,000 per academic year.

\* Students who fail to meet the work requirements are required to repay the scholarship received plus interest and any required collection fees.

# **UNDERWOOD-SMITH TEACHING SCHOLARS PROGRAM**

The Underwood-Smith Teaching Scholars Program was created to enable and encourage students to pursue teaching careers at the preschool, elementary, middle, or secondary school level. Undergraduate and graduate scholarships are awarded based on academic qualifications and interest in teaching in critical shortage fields.

# **Program requirements:** Students must:

- Complete the application available at cfwv.com by December 31, 2020;
- ✓ Agree to teach at a preschool, elementary, middle, or secondary school in a critical shortage field in WV for five years.\*

**To apply:** Submit an application by December 31, 2020. The application will be available on July 15, 2020 at **cfwv.com**.

**Award amount:** Not to exceed \$10,000 per academic year.

\* Students who fail to meet the teaching or alternative service requirements are required to repay the scholarship received plus interest and required collection fees. For a complete list of service requirements, visit cfwv.com.

# **WEST VIRGINIA INVESTS GRANT**

The West Virginia Invests Grant is a "last-dollar-in" financial aid program designed to cover tuition and mandatory fees not covered by other scholarships and grants for eligible academic programs at participating public colleges.

**Program requirements:** Students must reside in West Virginia for 2 years after no longer being enrolled at least half-time. Visit **wvinvests.org** to learn more.

**Eligibility:** Students who are WV residents and who do not have a college degree and seeking an eligible certificate or associate degree can apply. Students must pass a drug screen within sixty days prior to each term and complete 2 hours of community service each term funds are received. Students are responsible for the cost of the drug screen. To learn more, visit **wvinvests.org**.

**Award amount:** Vary depending on the remaining tuition and fees not covered by other scholarships and grants.

**To apply:** Submit an application at **wvinvests.org** and a FAFSA by the April 15 priority deadline.

\* Students who fail to meet the residency requirement are required to repay the grant received plus interest and required collection fees.

# UNDERWOOD-SMITH TEACHER LOAN ASSISTANCE PROGRAM

Individuals who are contracted by a public school in West Virginia to teach full-time are eligible to receive up to a \$3,000 reimbursement on payments toward student loans in exchange for teaching two years in a critical shortage field or as a geographic high-need area in WV. To learn more, visit **cfwv.com**.

# MEDICAL STUDENT LOAN PROGRAM

The Medical Student Loan Program enables medical students with financial need to apply for loans to pursue a degree of Medical Doctor or Doctor of Osteopathic Medicine. Loans may be forgiven if students meet certain work requirements after graduation.

**Program requirements:** Students must:

- Be accepted for enrollment or be enrolled full-time at an eligible WV school of medicine. Priority is given to residents of WV;
- Loan indebtedness (principal and accumulated interest) may be forgiven at the rate of up to \$10,000 for each 12 consecutive months of full-time practice in WV in a qualifying medically underserved areas or specialty.

**To apply:** Contact your institution's financial aid office.

**Eligible institutions:** Marshall University School of Medicine, West Virginia School of Osteopathic Medicine, and West Virginia University School of Medicine.

Award amount: Not to exceed \$10,000 per academic year.\*

\* The first payment is due one year following the date the borrower ceases to be a full-time student. Students are not required to make payments during periods of authorized deferments, such as required military service or approved additional medical training, including internships, residencies, and fellowships for a period not to exceed five years.

# HEALTH SCIENCES SERVICE PROGRAM

The Health Sciences Service Program is a loan repayment program for health professions students interested in primary care and rural health in West Virginia.

**Program requirements:** Students must fulfill certain education and licensing requirements. Visit **cfwv.com** to learn more.

**Eligibility:** Students in their final year of a graduate program in allopathic or osteopathic medicine, pharmacy, dentistry, nursing (midwives, nurse practitioners, nurse educators), physician assisting, physical therapy, social work, public health, occupational therapy, or clinical psychology in West Virginia can apply.

**Service obligation:** All recipients must agree to practice at least two years full-time or four years part-time in an underserved area of West Virginia immediately following completion of training. Visit **cfwv.com** to learn more.

**To apply:** Submit an application by October 15, 2020 at **cfwv.com**.

Award amount: \$15,000 - \$30,000, depending on the program of study.

# NURSING SCHOLARSHIP PROGRAM

The Nursing Scholarship Program is a recruitment incentive program to assist nurses in paying for their education.

**Program requirements:** Students must fulfill certain education and licensing requirements. Visit **cfwv.com** to learn more.

**Eligibility:** Students who are enrolled in an accredited West Virginia nursing or education program (licensed practical, registered, masters and doctoral nursing students) can apply.

**Service obligation:** All recipients must agree to fulfill a service obligation to work in West Virginia following graduation. Service requirements vary by program of study and number of years awarded. Visit **cfwv.com** to learn more.

**Award amount:** Award amounts vary each year.

**To apply:** Submit an application at **cfwv.com** starting on April 15, 2021. Deadline is June 1, 2021.

# FEDERAL PELL GRANT

The Federal Pell Grant is a need-based grant awarded to students who demonstrate financial need. Award amounts are based on your family's financial situation and your enrollment status.

Students must:

- ✓ Complete and submit the FAFSA;
- Demonstrate financial need.

**To apply:** The 2021-2022 FAFSA will be available at **fafsa.gov** on Oct. 1, 2020. For a complete list of requirements, visit **studentaid.gov**.

**Award amount:** \$639 to \$6,345 for the 2020-21 academic year.

# HIGHER EDUCATION ADULT PART-TIME STUDENT GRANT (HEAPS)

The HEAPS grant has two separate components referred to as HEAPS Part-Time and HEAPS Workforce Development.

Program requirements: Students must:

- ✓ Be a WV resident for at least 12 months prior to applying;
- ✓ Be a citizen or permanent resident of the United States;
- ✓ Submit the FAFSA:
- ✓ Demonstrate financial need;
- ✓ Not be in default on higher education loans;
- ✓ Not be incarcerated in a correctional facility;
- ✓ Comply with the Military Selective Service Act.
- Have a high school diploma or equivalent thereof;
- Be enrolled part-time pursuing a certificate or four-year degree for the part-time component.
- ✓ Be enrolled or accepted for enrollment in an industry credential, postsecondary certificate, or other skill development program at an eligible institution for the workforce component.

**THE WV HIGHER EDUCATION ADULT PART-TIME STUDENT GRANT (HEAPS)** enables students who demonstrate a financial need to pursue postsecondary education on a part-time basis.

**To apply:** Submit a FAFSA and contact the institution you plan to attend for further requirements. The 2021-2022 FAFSA will be available on Oct. 1, 2020.

**Eligible institutions:** WV's career and technical education facilities, community colleges, public colleges and independent colleges.

**Award amount:** The award amount varies, depending on the program of study and the student's financial need.

The WV Higher Education Adult Part-Time Student (HEAPS) Program Workforce Development Component is awarded to students who demonstrate a financial need and enroll in a postsecondary certificate, industry-recognized credential, or other skill development program in demand in WV.

**To apply:** Applicants must submit the HEAPS Workforce Development Application, which is available through each institution's financial aid office, and complete a current FAFSA. Applications are accepted on a rolling basis beginning July 1. Funding is limited and awards are made on a first-come, first-served basis.

**Award amount:** The cost of the program, not to exceed \$2,000, for a single academic year for all programs.

**Eligible institutions:** Participating career and technical education facilities, community colleges, and proprietary institutions in WV. To see if an institution participates in the HEAPS Workforce Component, contact the institution's financial aid office.