

COLLEGE CASH CAMPAIGN EVENT PLANNING WORKSHEET

Oregon College Cash Campaign (CCC) is a school's collection of events and activities that are coordinated under one goal: ensuring that students have appropriate financial resources to attend college. Use this worksheet when planning your activities. Additional planning resources can be found at oregongoestocollege.org/ccc/coordinators.

OVERVIEW

EVENT/ACTIVITY NAME		TARGET AUDIENCE	<input type="checkbox"/> Students <input type="checkbox"/> Families
DATE(S)		LOCATION	
KEY FINANCIAL AID TOPIC(S) COVERED	<input type="checkbox"/> Financial Aid Overview <input type="checkbox"/> OSAC Scholarship & Oregon Promise <input type="checkbox"/> Financial Aid Awards & Student Loans	<input type="checkbox"/> FAFSA/ORSA <input type="checkbox"/> Other Scholarships <input type="checkbox"/> Budgeting & Financial Literacy	

KEY QUESTIONS TO CONSIDER

OBJECTIVE	<ul style="list-style-type: none"> • What do you want students/families to learn? • What do you want them to accomplish? • How will you help students/families meet the objective? • How will you know a student has met the objective? 	
AUDIENCE	<ul style="list-style-type: none"> • How many students and families do you want to participate? • How will you encourage participation? • Do you need to offer special accommodations like childcare or food to increase family engagement? 	



KEY QUESTIONS (continued)

<p>LOCATION</p>	<ul style="list-style-type: none"> • Where will you host your event? • What kind of space do you need? • Will students need to use computers? • Will you need to request special set-up for the room? 	
<p>VOLUNTEERS</p>	<ul style="list-style-type: none"> • Will you need volunteers? • How will you recruit them? • What type of volunteers do you need: students, families, teachers/school staff, or community members? • What kind of training will they need? • Who will provide the training? • When will you train them? 	
<p>DOCUMENTING SUCCESSES</p>	<ul style="list-style-type: none"> • How will you celebrate your students' achievements? • What materials will you need? 	

EVALUATION & FOLLOW UP

<p>PARTICIPATION</p>	<ul style="list-style-type: none"> • How many 12th graders participated? 	
	<ul style="list-style-type: none"> • How many students met the objective or completed the task? 	
	<ul style="list-style-type: none"> • How many family members participated? 	
<p>DEBRIEF</p>	<ul style="list-style-type: none"> • What went well? • What will you change for next time? • Do you need to offer additional assistance with this financial aid topic? How will you do this? • Do you need to follow up with specific students or families? How will you do this? 	