



Workshop Set Up and School Preparation Guide



FAFSA COMPLETION SESSIONS AND PRESENTATIONS WITH STAND BY ME NEXGEN

Thank you for agreeing to work with Stand By Me NexGen. We are excited to be collaborating with you to provide college financial aid services for your students and their families.

FAFSA Event Description: A facilitator from Stand By Me NexGen (and in some cases other trained facilitators or volunteers) will work with students and parents to complete the FAFSA (Free Application for Federal Student Aid) from the website StudentAid.Gov.

Participants will work at individual computers/ devices and enter their information toward completing the application. The facilitator(s) will make themselves available as they move throughout the room to assist in addressing questions, making suggestions, and clarifying sections of the application.

Preparation in Advance of Your High School Event:

One Month Before the Event:

- Promote and inform high school seniors and their parents of the event being held. Provide reminders for the workshop session one week before the event. Share the “*HANDOUT*” below of what students and their families need to complete the FAFSA. [The Stand by Me NexGen Marketing Toolkit for Educators](#) contains a customizable Save-the-Date flyer as well as social media messaging and a media release template. Any media releases should be sent to newspapers, radio stations, etc. at least 3 weeks prior.
- Included below is a “*HANDOUT*” of all items and documents parents and students will need to complete the FAFSA. Please make sure that they have access to this “*HANDOUT*.”
- Stand by Me NexGen will provide you with a registration link for your event at least 3 weeks prior. Feel free to use our registration link or one of your own. Please make it available to your students and their families. In the case of virtual events, registrants will receive the Zoom link to the meeting with their confirmation.
- Create an overall plan to communicate with parents. The 25-26 FAFSA application will require ALL Contributors to the FAFSA to have an FSA ID - username and password. That means at least one parent in the home, for dependent students, will need to create an FSA ID. Use your school communication channels to share with parents that they will need to create an FSA ID **BEFORE** starting the FAFSA. Stand By Me NexGen also provides FSA ID creation Individual Appointments via

Zoom. Share this link for individual appointments:
<https://app.acuityscheduling.com/schedule/04adeba3>

FAFSA SET UP:

LOCATION PREPARATION

- Select a location:
 - The location should allow for the best internet connectivity for all laptops/computers and cell phone reception (when possible). Student level internet connectivity in schools is often set for their protection but can hinder access to the Federal Student Aid website and mobile phone text messages. Talk to your school's IT personnel for support.
 - The location should be comfortable and safe and should follow the level of protection following your district and [CDC Guidelines](#).
- Hang signs at the designated entrance and around the building so that facilitators (and maybe attendees) know the location of the workshop room. Please be mindful that facilitators may not be familiar with your building.
- Provide information on relevant procedures for building visitors. Please provide any specific instructions for which entrance to the building will be open, parking around the building and protocol/instructions for entrance into the building (ID required?, sign in procedures, etc.)
- Make available any Wi-Fi login instructions, access codes, or other passwords necessary to access the laptops/devices and their systems.
- Ensure that all laptops/devices are charged and/or have charging cords/stations available.
- Identify and designate an available staff person who is knowledgeable about the technology of the laptops/computers being used.

Connection Needs:

- Students must have access to use their personal email addresses **not school emails**
- Student must have access to a cell connection to verify their mobile phones if they choose
- Students must have access to a consistently strong Wi-Fi connection for at least 60 minutes
- For workshops held in computer labs- Load the appropriate website on each laptop/computer before participants arrive, preferably use the Google Chrome browser which responds the best. FAFSA: <https://studentaid.gov/h/apply-for-aid/fafsa> Please also identify what is required if computers "hibernate" or go to sleep. Identify any login or passwords needed to "wake up" the computers to begin using them again.
- In some limited cases, we may request the use of a projector, screen, and computer to allow participants to see information or examples shown in front of the room for the whole group

to view. We will coordinate this request well in advance.

PRESENTATIONS SET UP (including Paying for College, Scholarships and Choose Your Own Path)

Provide the following to support the presentations held at your school:

- laptop with our presentation pre-loaded
- projector
- screen

REGISTRATION/CHECK IN TABLE SET UP (FAFSA and Presentations)

- Set up a table to use for participants to sign in and to display a few handouts, brochures, and other potential financial aid materials.
- Provide a printed copy of the pre-registration list (either from Stand By Me NexGen or the School's) for those who pre-registered to check in.
- Provide an internet connected laptop device at the registration table to allow walk-in registrants to sign in. The Stand By Me NexGen registration site will be used to capture walk-in registrations. You will get access to the walk-in registrations link in your confirmation and reminder email sent at least one week before the event.

Thank you for your efforts to make this event successful!

-HANDOUT-

How Students and Parents Should Prepare to Complete the 2025-26 FAFSA

To complete the 25-26 FAFSA application, be prepared with the following information or documents:

- Your FSA ID (If you did not create an FSA ID go to <https://studentaid.gov/fsa-id/create-account>)
- Your Parents' full name, personal email address, birth date and social security number
- Your Alien Registration number (if you are not a U.S. citizen)
- Federal tax information or tax returns from 2023 including IRS W-2 information, for you, and for your parents if you are a dependent student:
 - --IRS 1040, and all Schedules
 - --Foreign tax return
- Records of untaxed income for 2023, such as child support received, interest income, and veterans noneducation benefits, for you, and for your parents if you are a dependent student.
- Records of Assets including current total of cash, savings, and checking accounts, current net worth of your businesses and investment farms, current net worth of investments including real estate (not including the home you live in)
 - *Net worth is the value of your investments minus any debts owed against them*

NOTE: Each student and at least one parent will need to have an FSA ID **BEFORE** starting the FAFSA. It is the equivalent to setting up an “account” with the Department of Education Federal Student Aid for the purpose of confirming your identity. The FSA ID will be required to start the FAFSA for every year the student is in college or tech/trade school. If parents filed their 2023 taxes- married filing separately, then both parents in the home will need their own FSA ID. To begin this process, go to <https://studentaid.gov/fsa-id/create-account>. It may take 1-3 days for the account to verify so plan ahead.

*The FAFSA is required for all state scholarship programs, including SEED and INSPIRE



*For assistance and more information from Stand By Me NexGen, visit <https://standbymede.org/stand-by-me-nexgen/college-funding-project/>

*Information is subject to change as the USDE Federal Student Aid completes the new 25-26 updates.