



Stand By Me NexGen Event Preparation Guide:

For FAFSA COMPLETION SESSIONS and PRESENTATIONS

Thank you for partnering with Stand By Me NexGen! We are excited to be collaborating with you to provide post-secondary financial aid services for your students and their families.

Presentation Event Description: A facilitator from Stand By Me NexGen (and, in some cases, other trained facilitators or volunteers) will present to students and /or parents on various financial aid topics, such as the FAFSA (Free Application for Federal Student Aid), scholarships, and/or post-secondary career attainment pathways. Facilitators will need access to a large space with a projector/screen and a computer from which to present, if feasible; time for questions can be arranged for the end of the designated presentation time.

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 Event:

- Inform students and their parents of the event being held ONE MONTH prior to the event date, when feasible.
 - Provide reminders for the workshop session one week before the event
 - Share the “HANDOUT” (at the end of this document) 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 messaging and a media release template.
 - Any media releases should be sent to newspapers, radio stations, etc., at least 3 weeks prior.
- 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 27-28 FAFSA application will require anyone who is considered a “contributor” to the FAFSA to have a Federal Student Aid (FSA) ID (username and password)
 - That means at least one parent in the home, for dependent students, will need to create an FSA ID, or use a previously-created FSA ID, when applicable



Preparation the Day of your Event:

FAFSA SET UP: LOCATION PREPARATION

- 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.
- 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.
- Hang signs at the designated entrance and around the building so that facilitators and attendees know the location of the workshop room.
 - Please be mindful that facilitators may not be familiar with your building.
 - 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.)

FAFSA SET UP: CONNECTION NEEDS

- Students must have access to:
 - their personal email addresses (**not school emails**)
 - cellular connection to verify their mobile phone numbers (if they choose)
 - 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 (<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.



PRESENTATION SET UP: LOCATION PREPARATION

- Presentations should be held in a space that is large enough to comfortably accommodate students and their families for 60-90 minutes
 - Spaces could include:
 - Auditorium/theater
 - Cafeteria
 - Gymnasium (if necessary)
 - Classroom (if feasible)
 - These spaces should have access to the required technology needs, as described below

PRESENTATION SET UP: TECH NEEDS

- Please ensure that the following is provided to support the presentations held at your school:
 - Laptop/device with our presentation pre-loaded
 - Your presenter will provide the presentation file ahead of time
- Projector and screen, or,
 - SMART projection device

REGISTRATION SET UP: FAFSA and PRESENTATIONS

- Set up a table/space where participants can be checked in
 - Ensure enough space to display select handouts, business cards, and other potential financial aid materials
- For those who pre-registered, provide a printed copy of the pre-registration list (either from Stand By Me NexGen or the school's link) on which attendees can be checked in
 - For walk-in attendees, provide a staff member with an internet-connected laptop/device at the registration table
 - 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 your event successful!



How Students and Parents Should Prepare to Complete the 2027-28 FAFSA

To complete the 2027-2028 *Free Application for Federal Student Aid* (FAFSA), be prepared with the following information and/or documents:

- Federal Student Aid ID (username and password) for student and at least one parent
 - Go to <https://studentaid.gov/fsa-id/create-account> to create your FSA ID
 - You will need your Social Security Number (SSN) to create an FSA ID
- Alien Registration number (if you are not a U.S. citizen)
- Federal tax information or tax returns from 2025 for student and parents (if student is considered 'dependent'):
 - --IRS 1040, and all Schedules
 - --Foreign tax return
- Records of untaxed income for 2025, such as child support received, interest income, and veterans noneducation benefits for student and parents (if student is considered 'dependent')
- Records of Assets including current total of cash, savings, and checking accounts, 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*
- Parent's personal email address (to invite parent to contribute to student FAFSA)

For assistance and more information from Stand By Me NexGen, visit uwde.org/fafsa or dial/text 211 and ask for Stand By Me NexGen.

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 2025 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>.

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