2016-17 Partnership Agreement

The California Cash for College (CCFC) workshop series is a partnership effort of high schools, community colleges, universities, community groups, campuses, regional Cash for College Coordinating Organizations (RCOs) and local organizations that is funded by the California Student Aid Commission. To help ensure that each workshop achieves the mission to assist low income and first generation college-bound high school seniors with applying for all possible financial aid, CCFC is offering participating organizations outreach materials, student follow-up tools, and available social marketing or other marketing resources to help make the workshops a success! Please review and accept the agreement below.

To ensure parent participation, CCFC workshops may only be scheduled between 5PM and 9PM during the week (Monday through Friday), during non-holidays, and between the hours of 9AM to 5PM on Saturdays. There will be one specified Sunday to accommodate statewide workshops between the hours of 9AM to 3PM.

Your workshop will receive the following support:

Website to Manage Your Workshop & Student Follow Up:

Access to the secure CCFC Workshop Management system (WMS), at www.cash4college.org to register your organization, create user accounts, register CCFC workshops, order workshop materials, access training materials and resources, launch workshops, communicate with students electronically or via text, access student web-based workshop survey results, access student contact information for financial aid follow-up purposes, request site support funds, generate reports and more!

Presentations and Outreach Materials:

Financial Aid PowerPoint presentations that provide a step-by-step guide on completing the Free Application for Federal Student Aid (FAFSA) and the California Dream Act Application (CADA). These presentations have been developed for use in a computer lab setting. Presentations will be downloadable once logged into WMS.

- Coordination of local, regional and statewide marketing efforts to increase participant attendance;
- Access to available marketing resources through the online materials ordering process;
- Student Data and How Did We Do Reports
- Access to individual student exit survey data
- Access to the Cash for College participant Follow Up platform available through each organizer account.
- Annual How Did We Do reports that show participant demographic information, financial aid application totals, and multiple year trend data for workshops participating in Cash for College.

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Training and Regional Coordination:

Access to specialized trainings, resources or support (i.e. using the CCFC Workshop Management System, volunteer financial aid training, launching the web-based survey tool, web-based check-out tool, AB540, the CADA and FAFSA presentation materials and guidebooks).

Access to coalitions of Cash for College Regional Coordinating Organizations (RCOs), where applicable, to help direct students and parents to your workshop.

The Cash for College RCOs are:

- Far North State serving Butte, Del Norte, Glenn, Humboldt, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, and Trinity Counties. California Student Aid Commission/Cash for College Statewide Office, cashforcollege@csac.ca.gov
- Capitol Area: Sacramento and Yolo Counties. Monica Roberts, Sacramento Cal-SOAP/ Cash for College Coalition, mroberts@scoe.net
- East Bay Area: Alameda and Contra Costa Counties. Monica Montenegro, East Bay Cal-SOAP/Cash for College Coalition, monica@eastbayconsortium.org
- South San Joaquin Valley: Kern County. Abel Guzman, Youth 2 Leaders Education Foundation, abguzman@y2lef.org
- Los Angeles: Los Angeles County. Paola Santana, Los Angeles Area Chamber of Commerce/UNITE LA, psantana@lachamber.com
- San Bernardino & Riverside: Elena Carrasco, Inland Empire Economic Partnership, iecashforcollege@gmail.com or ecarrasco@ieep.com
- San Diego: San Diego and Imperial Counties. Linda Doughty, San Diego Cal-SOAP Consortium, ldoughty@ucsd.edu

If your organization does not fall within counties listed above, the statewide Cash for College Office acts as the RCO and can be reached at cashforcollege@csac.ca.gov.

Site Support for sites using computers and exit tool:

- Site support in the amount of $300 is offered to the school or organization as organizer of record for sites that use computers and the computer-based exit surveys.
- **Sites must return 30 or more electronic student exit surveys to apply for site support funds.**
- These funds are meant to help defray the costs of the workshops, including, but not limited to, materials, janitorial service, community site space rental, technology or assistance with computer lab set up.

A California Cash for College Organizer is required to do the following:

- Provide students and families assistance in completing the FAFSA or CA Dream Act Application (CADA) and/or Chafee for Foster Youth application must be provided (workshops that just provide an overview of the process are not Cash for College workshops);

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- Direct students to work with their high school to verify their Cal Grant GPA up to the March 2nd Cal Grant deadline;
- Access to Internet connected computers to allow students to complete the FAFSA, CADA, and Chafee applications and Workshop Exit Survey during the workshop and organizers the ability to utilize the checkout station to verify students have completed their application and exit survey. Every student attending a CCFC workshop must have a login to the WMS system. If students have not pre-registered or walk-in to a workshop, they must be provided access to an internet-connected computer to register and complete the login process.
- Use of the online exit survey; if a technology glitch occurs, then paper exit surveys are used. Original paper exit surveys must be sent to the California Student Aid Commission within 5 days of the concluding workshop utilizing a tracking method like registered mail, UPS or Fed-Ex to ensure receipt of the surveys. Sites are to keep a copy of the surveys.
- Use the Cash for College Workshop Management System to register workshops and other tasks associated with holding a workshop. Priority workshop registration occurs August 1 through September 30. Any request to register new workshops after September 30 through November 30 will be considered but are not guaranteed materials due to limited supplies.
- Complete the California Cash for College Outreach Action Plan (OAP). All subsequent users within an organization must also agree to the terms outlined in the OAP by the Organization Primary Contact.
- Prioritize workshop offerings to low-income students and first-generation college bound students.
- Use California Cash for College logo and available outreach tools for student, parent, school and community outreach.
- Invite students to participate in interactive events and tools offered by Cash for College.
- Promote the California Cash for College workshops prior to your workshop(s).
- Offer additional language support for students and families at workshops, specific to community language needs.
- At each workshop, provide participant access to the web-based Cash for College exit survey. Paper-based surveys will be accepted where there is a technology breakdown that can be verified; if your site has an overflow of attendance and not all can gain access to the computer lab. Even in these cases, your site must attempt to use the online exit survey tool.
- If paper based survey is used, return original exit surveys to the statewide office (Commission) within 5 days of the concluding workshop via registered mail, Fed-Ex, UPS or other trackable mailing method.
- Following the March 2 deadline, complete an online evaluation.
- After March 2 apply for site support funds at the statewide Cash for College site.