

## Partnership Agreement

Cash for College workshops provide all students and their families assistance in completing the Free Application for Federal Student Aid (FAFSA), or CA Dream Act Application (CADAA), and the Chafee Grant for Foster Youth application. If you are interested in hosting a Cash for College workshop, you must agree with the following:

### Regional Coordinating Organizations

Regional Coordinating Organizations (RCO) are contracted Commission Cash for College partners. RCOs organize (and help organize) Cash for College workshops. There are currently seven Cash for College RCOs statewide. RCOs are available to help workshop hosts and organizers prepare for their workshop. RCOs provide FAFSA and CADAA training, can help secure volunteers, order workshop materials and answer questions about the Cash for College program. You may contact your local RCO for assistance.

### Volunteer Training:

Every Cash for College host and volunteer should be familiar with the financial aid applications so they can assist students with completing them. The best way to become familiar with the applications is to attend a Cash for College training in your area or watch the recording of the training once it is posted in October. Additionally, workshop hosts may attend a Statewide Financial Aid Workshop. You can find additional information here: <https://www.csac.ca.gov/annual-statewide-financial-aid-workshops-formerly-known-high-school-counselor-workshops>

### Workshop Management System (WMS)

- Every Cash for College workshop must be registered into the Workshop Management System (WMS).
- Every Cash for College workshop must be 'Launched' in WMS.
- Every Cash for College student attendee must fill out and submit an electronic survey.
- Every Cash for College event requires students to sign-in using the official Cash for College sign-in sheet.
- All sign-in sheets must be emailed to the Commission within five business days of the workshop.

### Promotion:

Every Cash for College workshop needs to be promoted to the students. It is the host's responsibility to promote the workshop using the posters provided by the California Student Aid Commission. Workshop hosts may also use the customizable workshop flyer available on WMS or create their own flyer to advertise their workshop. Best practices have shown that workshop attendance is maximized when additional promotional activities are used such as classroom announcements, tabling or letters to parents.

### Facility:

The workshop host must provide a facility with enough internet ready computers to adequately serve their anticipated student attendees.

### Volunteers:

Workshop hosts should secure volunteers for their workshop. If workshop hosts are having trouble securing volunteers, your RCO should be able to assist.