



Louisiana Office Of Student Financial Assistance
A Program of the Board of Regents

EVENT REQUEST PROCEDURES

- Please send your completed Event Request Form to Outreach Schedulers, Breanna Paul and Sabrina Johnson via email or fax (Breanna.Paul@la.gov, Sabrina.Johnson2@la.gov, fax: 225-208-1597), at least 30 days prior to your event.
- Please be sure to select at least 3 Option Dates on your Event Request Form. LOSFA promotes, prepares for and provides college access and financial aid awareness to schools and organizations in all 64 parishes. It is imperative to select more than one option to ensure LOSFA's staff can attend and facilitate all requested workshops.
- If your school or organization plans to have a LOSFA Representative facilitate a workshop or seminar, please refrain from promoting the date of your event until the date has been confirmed by a LOSFA Scheduler. After sending your completed Event Request Form to Outreach Schedulers, you will receive an email securing the date of your event and another informing you of the LOSFA Representative attending the event.
- If your school's event (the same type) is being held on more than one day, please note this on the Event Request Form. If you have multiple events, please complete separate forms for each event.
- Severe Weather Travel Policy -- In the event of severe weather that poses unsafe travel conditions along the route to your event, please monitor weather conditions and alert your event coordinator to any developments that may prevent you from attending the event. This includes tornado warnings, flash flood watches and other conditions that may result in hazardous driving conditions. In the event that severe weather threatens your attendance at an event, please notify your immediate supervisor ASAP to determine the best course of action. If an event has to be cancelled for this reason, the assigned representative must get prior approval from their immediate supervisor and must also notify the event coordinator to reschedule the event.

TOPS SEMINAR

This seminar provides information on Louisiana's Taylor Opportunity Program for Students (TOPS). This seminar includes information on program requirements in high school and continuation requirements once students enter postsecondary education institutions. It is usually conducted in 20-30 minutes.

FAFSA SEMINAR

This seminar provides information on completing the Free Application for Federal Student Aid (FAFSA). A Completion Workshop assists parents and students when completing the FAFSA; this seminar provides information. It is usually conducted in 15 minutes.

TOPS & FAFSA SEMINAR

This seminar provides information on Louisiana's Taylor Opportunity Program for Students (TOPS) as well as the Free Application for Federal Student Aid (FAFSA). It is usually conducted in 30-40 minutes.

START SEMINAR

This seminar provides information on Louisiana's 529 College Savings Plan. Adults will receive information on the savings plan, investment options and process to open an account for their student(s). It is usually conducted in 30 minutes.

FINANCIAL AID SEMINAR

This seminar provides information on all types of Financial Aid including federal, state, military and private sources for financial aid. This seminar can also include information on TOPS and FAFSA information. It is usually conducted in 50-60 minutes.

TOPS RETENTION SEMINAR

This seminar is usually held at postsecondary education institutions catering to students who were awarded TOPS. Students will also receive information on how to avoid cancellation and/or suspension of their TOPS Award as they matriculate through their postsecondary education institutions.

BROWSE SESSION

This is neither a seminar nor a workshop. A browse session is usually held at a college fair or expo. Students and/or parents will be able to approach a LOSFA representative with questions on TOPS, Financial Aid and College Access information.

ASPIRE TO INSPIRE MENTORING SESSIONS

LOSFA's Aspire to Inspire (A2I) comprehensive mentoring program provides services to those students who are identified as needing additional support inside and outside of the classroom. Typical issues addressed during mentoring meetings include academic, social, organization/life skill development and college and career guidance. Students are referred by an On-Site School Coordinator (OSSC), Explorers' Club Sponsor (ESC), other school staff, partner organizations or by self-identification.

CROSS-CURRICULAR COLLEGE ACCESS ACTIVITIES

The Cross-Curricular College Access Activities are classroom lessons that integrate content and skills from multiple college access and career areas into one cohesive learning experience. During these lessons, students can learn and apply the LOSFA 5-Point Match, explore their career interests along with colleges that offer their degree and examine their cost of living after college.

COLLEGE MATCH AND FIT WORKSHOPS

(College Kickoff Event for Seniors)

The College Match and Fit Workshops are designed to incorporate LOSFA's 5-Point Match Tool. The 5-Point Match is used to help students find their own unique postsecondary fit, whether it be a university, community college, technical college, proprietary school, cosmetology school, the military or the workforce. Students can explore their career interests while learning about colleges that offer their program of study.

LOUISIANA COLLEGE APPLICATION AND ACCESS MONTH

(LCAAM)

The purpose of LCAAM is to assist 12th grade students with navigating the complex college admissions process and to ensure that they apply to at least one postsecondary institution of interest. Schools have the opportunity to invite families to attend and to take advantage of completing and submitting college applications with their students. LCAAM events may include college applications, FSA ID registrations, FAFSAs, career searches, employment applications, military searches and military applications.

FSA ID COMPLETION WORKSHOP

LOSFA Representatives will assist both students and parents in creating their FSA ID at this workshop. The FSA ID is a combination of a username and password required to submit the FAFSA. The FSA ID workshop can be held in conjunction with a FAFSA Completion Workshop or separately.

FAFSA COMPLETION WORKSHOP

Students and parents will receive support completing their Free Application for Federal Student Aid (FAFSA). LOSFA Representatives will be providing step-by-step assistance during this workshop. Both students and parents will need to bring their tax return information from two year's prior. For example, if a student is entering college as a freshman in the fall semester of 2020; students and parents need to bring tax information from 2018.

PRE-TOPS RETENTION WORKSHOP

The TOPS Retention Workshop will provide students the information needed to determine whether the student is progressing successfully toward TOPS Award eligibility. Students will also receive information on how to avoid cancellation and/or suspension of their TOPS Award once they enroll in postsecondary education institutions.

COLLEGE ACCEPTANCE/AWARD RECOGNITION DAY

As a follow-up to Louisiana College Application and Access Month (LCAAM), students who have been accepted to a college will be formally recognized in existing school award ceremonies.

OTHER

(Please specify)

If your dreams include anything with college access for your students, LOSFA will be able to help. Some examples of seminars/workshops: Scholarship Searches, How to create a Student Hub Account, etc.

