



# LOSFA Event Request Form

Please provide at least three (3) option dates with a 30-day notice to confirm your event. If needed, Event Type Descriptions are on pages 2-3 of this PDF-Fillable document.

The completed form should be emailed to [Breanna.Paul@la.gov](mailto:Breanna.Paul@la.gov) and [Sabrina.Johnson2@la.gov](mailto:Sabrina.Johnson2@la.gov) or faxed to 225-208-1597.

Please type or print legibly. Be sure to complete all fields entirely.

School/Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

*Please include city and ZIP code.*

• Location of Event:

\_\_\_\_\_  
(Specific location of event. Example: Cafeteria, Gymnasium, Computer Lab, Room 123)

• Parking location:

\_\_\_\_\_  
(If the parking location is different from the street address, please list here)

Contact Name: \_\_\_\_\_ Office Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

## Event Information

Event Date Option 1: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Event Date Option 2: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Event Date Option 3: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

## Event Type:

\_\_\_ TOPS Seminar (20-30 minutes)

\_\_\_ FAFSA Seminar (15 minutes)

\_\_\_ TOPS & FAFSA Seminar (30-40 minutes)

\_\_\_ Financial Aid Seminar (50-60 minutes)

\_\_\_ Aspire to Inspire Mentoring Session

\_\_\_ Cross-Curricular College Access Activities

\_\_\_ College Match & Fit Workshop

\_\_\_ Louisiana College Application & Access Month (LCAAM) event

\_\_\_ TOPS Retention Seminar (30 minutes)

\_\_\_ START Seminar (30 minutes)

\_\_\_ Pre-TOPS Retention Workshop

\_\_\_ Browse Session/College Fair

\_\_\_ FSA ID & FAFSA Completion Workshop

\_\_\_ College Acceptance/Award Recognition Day

\_\_\_ Other (please specify): \_\_\_\_\_

\_\_\_ Virtual Seminar or Workshop (please be sure to specify by selecting an Event Type listed above as well)

Name of Requested LOSFA Presenter: \_\_\_\_\_ Will your Trailblazer be at this event? \_\_\_ Yes \_\_\_ No

## Attendee Breakdown

Expected number of PARENTS: \_\_\_\_\_ Expected number of STUDENTS: \_\_\_\_\_

Grade(s) of students participating: 6<sup>th</sup> \_\_\_ 7<sup>th</sup> \_\_\_ 8<sup>th</sup> \_\_\_ 9<sup>th</sup> \_\_\_ 10<sup>th</sup> \_\_\_ 11<sup>th</sup> \_\_\_ 12<sup>th</sup> \_\_\_ Other: \_\_\_\_\_

Are you inviting any other schools and/or organizations to participate? \_\_\_ Yes \_\_\_ No

If yes, please list them here and let us know where LOSFA will participate in the seminar/workshop:

Will there be A/V Equipment available to LOSFA to use for the presentation? \_\_\_ Laptop Computer \_\_\_ LCD Projector

Notes/ Special Requests:

## **Event Type Descriptions:**

### **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 the 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. 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 & career guidance. Students are referred by an On-Site School Coordinator (OSSC), Explorers' Club Sponsor (ECS), other school staff, and 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 12<sup>th</sup> 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, 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 include but are not limited to: Scholarship Searches, How to create a Student Hub Account, etc.

### **Virtual Seminar:**

Any of the following seminars can be conducted virtually (TOPS Seminar, FAFSA Seminar, TOPS & FAFSA Seminar, START Seminar, Financial Aid Seminar, TOPS Retention Seminar). Virtual seminars can be conducted by a LOSFA Staff Member via Zoom. Prior to selecting a virtual seminar, please be sure the software can be supported. Upon event confirmation, the event contact will be provided Zoom Meeting information.