

I have outlined some things we need to consider below. Let's set a time to meet and discuss this.

A. Planning Event Needs:

[1] Location w/ Wifi access: Is this to be held at one location? Which County?

[2] Date- January 18, 2025 (proposed date)

Another date to consider is Feb. 8th.

(I am unavailable on Jan. 25th due to a prior commitment)

[3] Make contact with schools in Gaston, Cleveland, Catawba Counties

- Letters, Email, and Calls

[4] Marketing/Advertising

- Social Media Kit- content
- Radio/TV Announcement- WBTV, FM 98, Glory Radio, School Announcements
- Op-Ed Local newspaper, Parents' Newsletter

B. Contacts for Event Needs:

[1] Panel Speakers (College Admissions, Student Affairs, Etc.- consider Student Government Reps. also)

[2] HBCU representatives (for booths) to contact: I think a letter was drafted last year. I can get the contacts for each university so I can send out emails/letters.

North Carolina HBCUs	South Carolina HBCUs	DC/Florida/Virginia/Georgia HBCUs
Bennett College	Benedict College	Hampton University
Elizabeth City State College	Claflin University	Virginia Union University
Fayetteville State University	South Carolina State University	Virginia State University
Johnson C. Smith University	Voorhees College	Spelman College
Livingstone College	Allen University	Morehouse College
NC A&T State University	Clinton University	Clark Atlanta University
NC Central University	Denmark Technical College	Howard University
Saint Augustine's University	Morris College	Tuskegee University
Shaw University		Fisk University
Winston-Salem University		FAMU

[3] Wifi access

[4] Laptop computers—for students without computers (Is there a mobile unit with computers and Wi-Fi?)

[5] Refreshments/snacks (like bottled water, chips, etc.)

[6] Swag bags with information

C. Day of Event- Volunteers:

[1] Volunteers to work with workshop sessions (they need to be trained as to FAFSA- short session before date)

[2] Volunteers to set up (arrange meeting rooms)

[3] Volunteers to greet/check-in students (including unregistered students)

[4] Volunteers to serve refreshments

[5] Survey/exit volunteers

D. Please find the LINK LOVE HBCUs and FAFSA Forum items: [1] the "What to Bring" flyer, [2] the registration link, and [3] the QR code.

[1] These items are for parents/students to receive so they may register for the LINKS LOVE HBCUs and FAFSA Forum.

[2] I did not select a date, but I need to insert the date into the form and the draft email below.

[3] Below is a draft email for school principals, social workers, guidance counselors, and churches.

[4] It is drafted to be sent after you contact schools or organizations,

Attached Documents:

[1] FLYER: LLHBCUs "What to Bring"

[2] QR Code: Attached below

***Link for easy use (the same as the QR Code:**

[1] Student/Parent Link to form registration: [LINKS LOVE HBCUs](#). This link can be emailed to your network.

E. DRAFT EMAIL: This email can be changed to add links to articles and state the LINKS LOVES HBCU language.

Dear Madam/Sir:

Thank you for speaking with me about the Piedmont (NC) Chapter's LINKS. As mentioned in our conversation, I am the committee member for the Service to Youth Facet's initiative "LINKS

LOVE HBCUs” (Historically Black Colleges and University) and FAFSA (Free Application for Federal Student Aid) Forum.

This initiative aims to guide students who will graduate in 2025 through a college forum, assist them in planning for college, conduct FAFSA workshops, and highlight HBCUs. Your support in this project is crucial, and it can significantly impact the lives of underserved students, ensuring they can access an affordable college education.

As you may know, the US Department of Education has made efforts to help students gain access to affordable college.

- Various articles document student FAFSA completion and understanding.
- Most students (working adults and high school students) and their parents must be informed that the FAFSA covers books, housing, grants, community college, and scholarships.
- Most families thought FAFSA was only for borrowing student loans.
- There are various reasons students do not or have not completed FAFSA.
- Some of these reasons include students “believe their parents make too much money, or they will not qualify for any grant awards, so why bother?”

Please find our Flyer with the QR Code to share with current seniors- 2025 graduates from your schools or organization. I am providing 2 attachments to this email, and the information below briefly explains each attachment's purpose.

- The **QR Code** will allow students to **register** for the “LINKS LOVE HBCUs” (Historically Black Colleges and University) and FAFSA (Free Application for Federal Student Aid) Forum.
- The **registration link** to the form is [LINKS LOVE HBCUs](#)
- The **QR Code** will send the students a **registration confirmation and reminders** before their selected appointment.
- The Forum will be held at **the _____, January __, 2025, from 11:00 a.m. until ____ p.m.**
- I am also attaching the **What Students Need to Bring (PDF slide)**, which instructs students to set up their **FSA ID** on the Student Aid website.

We will send the **IT checklist** by next week to ensure no firewalls prevent students from logging into the necessary websites via laptop, cell phone, or tablet/iPad.

In conclusion, thank you again for all your support as the Piedmont (NC) Chapter of The Links, Incorporated aims to serve the youth. I am including the Piedmont (NC) Chapter’s website (link) for further information on how our organization serves the community. Please let me know if you have additional questions.

Best regards,
[your name]

Please review and let me know your thoughts. I need to contact the people provided to me by Link Maya and Link Vivian. but this will get us started to do the FAFSA workshop.