Save the completed report using the following format: **WFAA**[MeetingName][Date][CommitteeName]**.doc**. Submit your report via email to the WFAA Executive Council and post your report to the WFAA website’s Meeting Minutes Index no less than 4 days prior to meeting.

| WFAA Quarterly Officer/Committee Report 2018/2019 | | | | | | |
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| **Executive Council Meeting Date** | | | May 29 - 30, 2019 | | | |
|  | | | Spokane, WA | | | |
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| **Officer/Committee Information** | | | | | | |
| **Office Held/Committee Name:** | | | Early Awareness Chair | | | |
| **Officer/Committee Chair:** | | | Kari Lutcavich | | | |
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| **Officer/Committee Goals for Service Year** | | | | | | |
| Strategic Plan Goals that are being met *(check all that apply)* | | | | | |  |
| Goal 1: Be a leader in providing training and professional development opportunities that are responsive to member needs | | | | | |  |
| Goal 2: Maintain the long-term financial stability of the Association | | | | | |  |
| Goal 3: Assess and monitor the performance of the Association and implement strategic Adjustments | | | | | |  |
| Goal 4: Increase member participation in Association activities | | | | | |  |
| Goal 5: Continually improve methods and processes for communicating with the membership | | | | | |  |
| Goal 6: Consolidate and communicate the public policy positions of financial aid administrators in Washington State and provide members with support and education to further their own advocacy efforts | | | | | |  |
| Goal 7: Maintain and enhance the diversity of our membership and the Executive Committee | | | | | |  |
| Goal 8: Collaborate and coordinate with other organizations and associations in order to serve our members more efficiently and effectively | | | | | |  |
| **Specific Officer/Committee Goals** *(Include progress toward goals and measurement of success.)* | | | 1. Support WFAA Mission Objective – “promote educational opportunities for all, but focus upon under-represented and economically disadvantaged groups through various means including early awareness and scholarships”. 2. Increase participation of financial aid administrators in financial aid events at high schools and assist in the effort to increase the number of financial aid events across WA. Progress: Recruited 6 financial aid administrator volunteers who attended the WFAA Conference in October 2018, and 8 volunteers who attended the spring counselor workshops hosted by WSAC in April 2019. 3. Grow partnerships and collaboration with community organizations such as WSAC, CB, GEAR UP, WSCA, and CSF in order to promote early awareness of financial aid and college access. 4. Create universal financial aid 101 presentation and/or FAQ/Important Financial Aid Info flyers to distribute to high school counselors. | | | |
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| Summary of Activities *(Descending Chronological)* | | | | | | |
| March 7 – April 23: Communicated with volunteers (financial aid administrators) via email regarding their role at the spring counselor “train the trainer” workshops. I answered their questions, provided more specific details about the event (location, parking, what to expect etc.) and kept a list of confirmed volunteers.  April 17: Sent final list of volunteers for spring counselor workshops and their contact info to Sarah Weiss (WSAC).  April 30: Discussed success and areas for improvement of spring counselor workshops with Sarah Weiss over the phone. Overall, the two workshops went very well and the support from the financial aid administrator volunteers was much appreciated and well-received. There was only one hiccup: parking permits were promised to volunteers at the workshop in Spokane, but were never sent. During this phone call, I also mentioned my transition out of the EAC role with Sarah and we discussed strengths and weaknesses of the position.  May 14: Officially announced my transition out of the EAC position to Sarah Everitt, Brian Dixon and Linnea Hengst.  May 21: Spoke with the 2019-2020 EAC, Amanda Smyser, over the phone to discuss responsibilities of the EAC, tips for success, general timeline of major events, points of contact, and goals and suggestions for future projects. | | | | | | |
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| **Budget Information** | | | | | | |
| Approved Budget | | | N/A | | | |
| Budget Expenditures to Date | | | $0.00 | | | |
| Event Information *(complete if applicable)* | | |  | | | |
| Event Name | | |  | | | |
| Location | | |  | | | |
| Date | | |  | | | |
|  | | | Number | Cost of Registration | Subtotal | |
| Attendees | | |  |  |  | |
| Complimentary Registrations *(if applicable – i.e., scholarship recipients)* | | |  |  |  | |
| Add more rows as needed for additional events. | | | | | | |
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| **Suggestions for Future Officer/Committee** | | | | | | |
| 1. Send messaging to request volunteers sooner (early September for WFAA Conference and end of February for spring counselor workshops) and follow up 10 days prior to event. 2. Consider hosting additional events in summer (August or early September) for “train the trainer” to support high school counselors, district staff, etc. in preparation for FAFSA/WASFA new application opening in October. 3. Partner with WSAC to create annual visual aids such as a Financial Aid 101 presentation and/or important information flyers to distribute to high school counselors, non-profits, administrators, career counselors, etc. 4. Conduct survey through partnership with WSAC to ask high school counselors how they would like to improve and how/what additional support they need from financial aid administrators. | | | | | | |
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| **Calendar of Events/Timelines** | | | | | | |
| Date | Committee Member Responsible | Description | | | | |
| 4/11/19  8 am – 2:30 pm | Early Awareness Chair (me) | Spring counselor workshop: Financial Aid “Train the Trainer” at Saint Martin’s University in Lacey, WA | | | | |
| 4/23/19 8 am – 2:30 pm | Early Awareness Chair (me) | Spring counselor workshop: Financial Aid “Train the Trainer” at Gonzaga University in Spokane, WA | | | | |
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