

2016 Cash for College PAPER Exit Surveys INSTRUCTIONS

- **Mail or ship paper exit surveys to the Commission no later than five business days after your workshop concludes.** *If you have any concerns about being able to ship or mail your surveys by this deadline, please email your statewide office.*
- *Please do NOT e-mail paper exit surveys to Cash for College as they include personally identifiable information. Please do not FAX surveys as the quality is degraded and often makes text unreadable.*
- **Review your paper exit surveys before returning them to the statewide CCFC office.** Items listed below are required on each returned paper survey.
 1. **Workshop ID**– This is located on your Cash for College workshop order form. Please indicate this ID on all the paper exit surveys.
 2. **Date of Workshop** – Also found through Eventbrite and on your order form.
 3. **First Name, Last Name, Last 4 digits of Social Security Number fields.** Very, very light text can delay the data entry process. Please note, student information is used to match student contact information to FAFSA/Cal Grant records.
- **Make a copy of your paper surveys and keep copies in your office, as a back-up.**
- **Mailing/Shipping Instructions**
If surveys are mailed through the U.S. mail, please be sure to place a tracking service on the package. There have been instances of lost non-tracked mail.

VIA U.S. Mail:

Cash for College/CSAC
P.O. Box 419026
Rancho Cordova, CA 95741-9026

VIA Shipping – UPS/ FEDEX or other shipping service

Carey Fong
Cash for College/CSAC
11040 White Rock Road
Rancho Cordova, CA 95670

PLEASE do NOT MAIL surveys to the STREET ADDRESS on White Rock Road. Mail can only be received at the P.O. Box.

PLEASE do NOT SHIP surveys to the P.O. BOX ADDRESS, UPS or FEDEX shipments will NOT be accepted at the P.O. Box.

Please contact your regional or statewide Cash for College office immediately if you believe there will be a problem with returning your surveys. The statewide office contact is cashforcollege@csac.ca.gov.