



2015-16 Partnership Agreement

The California Cash for College (CCFC) workshop series is a partnership effort of high schools, community colleges, universities, and community groups funded by the California Student Aid Commission (Commission), campuses, regional Cash for College Coordinating Organizations (RCOs) and local organizations. To help ensure that each workshop achieves the mission to assist low income and first generation college-bound high school seniors with applying for all possible financial aid, CCFC offers outreach materials, student follow-up tools, and available social marketing or other marketing resources to help make the workshops a success! Please review and accept the agreement below. Your workshop will receive the following support:

- Event registration support
- Outreach supplies and materials to promote your workshop
- Student exit surveys
- Access to student contact information for requested financial aid follow-up
- Ability to request site support funds

Workshop Registration:

While the new Cash for College Website Management System (WMS) is being developed, Cash for College workshops will follow the following procedures for the 2015-16 academic year:

1. Complete Partnership Agreement (PA) and Outreach Action Plan (OAP) and remit completed forms electronically to the Commission at cashforcollege@csac.ca.gov.
2. Upon receipt of completed PA and OAP, hosts will be given limited access to the Cash for College Eventbrite account to register their workshops.
3. Sites will login to Eventbrite with their supplied account information and view "my events" to access the 2016 Cash for College Workshops registration page. Select the "manage" tab and "copy" the event page. ALL WORKSHOPS MUST KEEP THE EVENT TITLE SUPPLIED – DO NOT CHANGE as this title increases student's ability to search for CCFC workshops! Once you have copied the event page, sites will update the date, time, address, and details of their CCFC workshops. Upon completion, sites will save the event(s) as a "draft" – DO NOT PUBLISH.
4. CCFC staff will be notified once an event has been saved. Upon review of events, CCFC staff will publish the event(s). Once an event is published, students will be able to search and register to attend the event(s).
5. After all your event(s) are published, CCFC staff will send you a Workshop ID and an order form to order CCFC materials to promote your event. You may only order materials once. Therefore, make sure to register all your workshops before submitting your order form.
6. Once the completed order form is received and reviewed by CCFC staff, your order will be processed. Please allow up to 5 business days for processing and an additional 5 days for shipping. To ensure your order is received in time for your workshop, please order your materials at least 10 business days prior to your scheduled event.



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Presentations and Outreach Materials:

Financial Aid Power Point presentations that provide a step-by-step guide on completing the FAFSA and the California Dream Act Application. These presentations have been developed for use in a computer lab setting. Presentations will be downloadable from www.csac.ca.gov.

Training and Regional Coordination:

Access to specialized trainings, resources or support (i.e. volunteer financial aid training, AB540, the California Dream Act presentation materials and resources) at www.csac.cal.gov.

Access to coalitions of Cash for College Regional Coordinating Organizations (RCOs), where applicable, to help direct students and parents to your workshop.

The Cash for College RCOs are:

- Far North State: Butte, Del Norte, Glenn, Humboldt, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, and Trinity Counties. Elizabeth "Buffy" Tanner, College Option/UC Davis Educational Talent Search, ektanner@ucdavis.edu.
- Capitol Area: Sacramento and Yolo Counties. Monica Roberts, Sacramento Cal-SOAP/ Cash for College Coalition, mroberts@scoe.net
- East Bay Area: Alameda and Contra Costa Counties. Jasmin Cartagena, East Bay Cal-SOAP/Cash for College Coalition, jasmin@eastbayconsortium.org
- South San Joaquin Valley: Kern County. Abel Guzman, Youth 2 Leaders Education Foundation, abguzman@y2lef.org
- Los Angeles: Los Angeles County. Paola Santana, Los Angeles Area Chamber of Commerce, psantana@lachamber.com
- San Bernardino & Riverside: Maral Hernandez, Inland Empire Economic Partnership, mhernandez@ieep.com.
- San Diego: San Diego and Imperial Counties. Linda Doughty, San Diego Cal-SOAP Consortium, ldoughty@ucsd.edu

If your organization does not fall within counties listed, contact the statewide Cash for College Coordinator at cashforcollege@csac.ca.gov.

Site Support for sites using computers and exit surveys:

- Site support in the amount of \$300 is offered to the school or organization as organizer of record for sites that use computers and administer exit surveys.
- **NEW: Sites must return 30 or more student evaluations to apply for site support funds.**
- These funds are meant to help defray the costs of the workshops, including, but not limited to, materials, janitorial service, community site space rental, technology or assistance with computer lab set up.



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A California Cash for College Organizer agrees to offer the following:

- Assistance to complete the FAFSA or CA Dream Act Application at a Cash for College workshop must be provided; (workshops that just provide an overview of the process are not Cash for College workshops)
- Direct students to work with their high school to verify their Cal Grant GPA during the months of January and February and up to the March 2nd Cal Grant deadline.
- Access to Internet connected computers to complete the FAFSA or California Dream Act Application during the workshop. If your workshop site has no computers whatsoever, contact the statewide office at cashforcollege@csac.ca.gov.
- Use exit surveys
- Use the Commission's Cash for College procedures outlined in this agreement to register workshops. Workshop registration will close by January 4, 2016. Any request to register new workshops after January 5 is not guaranteed and must be requested in writing to the statewide office at cashforcollege@csac.ca.gov.
- Complete the California Cash for College Outreach Action Plan.
- Prioritize workshop offerings to low-income students and first-generation college bound students.
- Use Cash for College outreach tools for student, parent, school and community outreach.
- Invite students to participate in interactive events and tools offered by Cash for College.
- Promote the California Cash for College workshops prior to your workshop(s).
- Offer additional language support for students and families at workshops, specific to community language needs.
- Use attendance sign-in sheets at workshops and return copies to your regional or statewide office.
- At each workshop, provide participant access to the Cash for College exit survey.
- Return all exit surveys to your regional lead, or to the statewide office absolutely no later than Tuesday, March 8, 2016.
- Following the March 2 deadline, complete evaluation sent by CCFC staff via email no later than Monday, March 14, 2016.
- After March 2 apply for site support funds by contacting Cash for College at cashforcollege@csac.ca.gov by Monday, March 14, 2016.

Signature: _____ Date: _____

Printed Name: _____ Phone: _____

Organization: _____ Email: _____