Save the completed report using the following format: WFAA.MeetingName.Date.CommitteeName.doc. Submit your report via email to the WFAA Executive Council listserv no less than 4 days prior to meeting.

| WFAA Quarterly Officer Report 2018-2019 | | | | | | |
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| **Executive Council Meeting Date** | | | October 10, 2018 | | | |
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| **Officer Information** | | | | | | |
| **Office Held:** | | | Early Awareness | | | |
| **Officer** | | | Kari Lutcavich (Green River College) | | | |
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| **Officer 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 | | | | | | x |
| Goal 2: Maintain the long-term financial stability of the Association | | | | | | x |
| Goal 3: Assess and monitor the performance of the Association and implement strategic Adjustments | | | | | |  |
| Goal 4: Increase member participation in Association activities | | | | | | x |
| Goal 5: Continually improve methods and processes for communicating with the membership | | | | | | x |
| 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 | | | | | | x |
| **Specific Officer 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. 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)* | | | | | | |
| August 8, 2018 – Phone call with Brian Dixon to discuss Early Awareness Chair responsibilities and confirm position assignment.  August 9, 2018 – Phone call with Sarah Weiss who provided an overview of the goals and projects for the 2018-2019 Early Awareness Committee and discussed my first project of connecting financial aid administrators with high school counselors at the WFAA Conference. Confirmed conference sessions geared for high school counselors.  August 16, 2018 – Approved WFAA Conference flyer for WSAC to distribute to high school counselors.  September 10, 2018 – Confirmed conference sessions and session descriptions.  October 1, 2018 – Created email campaign and sent message to all registered WFAA Conference members asking for volunteers to participate in high school sessions at the conference. Sent an additional email targeted to recent volunteers; asked for their help again.  October 5, 2018 – Responded to volunteers to confirm participation and compiled list of volunteers. Organized volunteers across all sessions to ensure even participation. | | | | | | |
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| **Budget Information** | | | | | | |
| Approved Budget | | | $ | | | |
| Budget Expenditures to Date | | |  | | | |
| 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 Committee** | | | | | | |
| 1. Send out request for volunteers at WFAA Conference sooner (early September or align with other conference registration emails and send out reminder email 10 days before conference). 2. Consider hosting summer events (August or early September) for “train the trainer” to support high school counselors in preparation for FAFSA/WASFA opening in October. 3. Partner with WSAC to create visual aids to distribute to high school counselors, such as a Financial Aid 101 presentation and/or important information flyers. | | | | | | |
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| **Calendar of Events/Timelines** | | | | | | |
| Date | Committee Member Responsible | Description | | | | |
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