

Logistics Coordinator Front 2 Back Timeline

SETUP	<p>Registration Table</p> <ul style="list-style-type: none">• Nametags• Sign in Sheet• Flipchart with “Welcome to Student Aid Front 2 Back” written on it <p>Facilitator Table</p> <ul style="list-style-type: none">• 2 chairs• tennis ball• markers• water <p>Participant Tables – each table should have:</p> <ul style="list-style-type: none">• 6 Markers• 2 Post-it Notes• 6 Pencils or pens• 6 Participant Guides• 6 Student Guides• 10 sheets of 8 ½ x 11 white paper• water <p>Observation Table</p> <ul style="list-style-type: none">• 3-4 chairs near an electrical outlet, if possible <p>Logistics Coordinator Table</p> <ul style="list-style-type: none">• bags with giveaways• 30 performance plans• markers• 6 game boards• 6 bags of game pieces• 6 bags of tinker toys• 6 Learning Administrator Guides• 6 Life Event Administrator Guides• 8 ½ x 14 sheets of paper• 8 ½ x 11 sheets of paper• Tape• Student Guides• Instructor Guide• Watch with a second hand
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TIME	COURSE ACTIVITY	LOGISTICS COORDINATOR TASK
8:30	Start	<ul style="list-style-type: none"> • Close the door. • Turn off music.
8:30 – 9:15	Introduction 1 minute for Welcome 10 minutes for Draw the Penny exercise 2 minutes for the Who is SFA slide	<ul style="list-style-type: none"> • Greet late arrivals.
	4 minutes for the SFA Standards and Agreements discussion	<ul style="list-style-type: none"> • As participants contribute to this discussion (for example, contribute suggestions for the Agreements), pass out colored pens to those who contribute.
	2 minutes for the PBO on the Front Lines discussion 2 minutes for the SFA Traditions discussion 3 minutes for the What is Front 2 Back discussion 2 minutes for the Agenda overview	
	8 minutes for the Mission/Alignment Activity	<ul style="list-style-type: none"> • Time both attempts to line up and report the time to the facilitator when asked. Participants should not know they are being timed the first time.
	5 minutes for introductions 4 minutes for the debrief of the exercise 1 minute for Logistics	
9:15 - 9:30	Break	<ul style="list-style-type: none"> • Turn on music. • Open the door. • Throw away the penny drawings. • Place a game board on each table – face down. • Place 8 sheets of 8 ½ x 14 sheets of paper on top of the game boards.
9:30 - 9:45	Drawing and Debrief 2 minutes for the Three Moments of Truth reminder 5 minutes for the drawing activity 5 minutes for the debrief	<ul style="list-style-type: none"> • Close the door. • Turn off music when this activity is introduced. • When the participants are drawing the student's steps, play the music at a low volume. • Turn off the music for debrief.
9:45 – 10:00	Financial Aid Concepts overview 5 minutes for the Financial Aid Concepts 5 minutes for the Program Overview	
	5 minutes to introduce the following three activities and their purpose	<ul style="list-style-type: none"> • Put bags of game pieces on each table. • Pass out Life Event Administrator Guides and Learning Administrator Guides – 1 of each per table

TIME	COURSE ACTIVITY	LOGISTICS COORDINATOR TASK
10:00 – 11:00	Student’s Life game 15 minutes for instructions Approximately 45 minutes to play	<ul style="list-style-type: none"> • While the facilitators are briefing the administrators, go around to each table and remind participants to read the game instructions found in the participant guide. • As each table finishes the game, pass out prizes. The winner of each game (person who has the most player cards at the end of the game) should get a bubble pen. The other players at the table should get their choice of either a pulley badge or a cube clip.
11:00 – 11:15	15 minute break at the end of the game (or more if they play fast)	<ul style="list-style-type: none"> • Open the door • Collect the game boards and all game materials <u>except</u> the player cards.
11:15-11:35	Game Debrief 2 minute intro to game debrief 5 minutes to discuss Apply 5 minutes to discuss Receive 5 minutes to discuss Repay	<ul style="list-style-type: none"> • Close the door.
11:35 – 11:45	Pop Quiz!	
11:45 - 12:00	Player Overviews and Player Card Setup 5 minutes for the Player Overview 7 minutes to Introduce the Player Card Activity	<ul style="list-style-type: none"> • Check on lunch. If in D.C., lunch will need to be set up after it is received. • Communicate to the facilitator when lunch is ready or how long to expect before it will be ready.
12:00 – 12:10	Get lunch This time is to be used to go through the line for food, get drinks, get situated at tables etc.	<ul style="list-style-type: none"> • Open the door. • Turn on music. Keep the volume low during the player card activity.
12:10 – 12:45	Lunch and Player Card Activity While the participants are eating, they will be creating a process diagram with cards. The process diagram consists of the student financial aid process, and how the other players in the industry support the student with various functions.	<ul style="list-style-type: none"> • Check the sign in sheet to see if all participants have signed it. If not, ask participants to sign the list if they have not previously done so. • Close the door when participants have finished getting lunch.
12:45 – 1:00	Break Allows the participants to clean up, and take a break	<ul style="list-style-type: none"> • Open the door. • Turn on music. • Collect the player cards. • Put a sheet of flipchart paper on each table. • Tear off a few pieces of tape for each table and stick them to the side of the tables. • Make sure there are markers on the table.

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1:00-1:20	Debrief of Player Card Activity Roughly three minutes for each of the six process steps 2 minutes for the Aid Lifecycle	<ul style="list-style-type: none"> • Close the door. • Turn off music.
1:20 –1:45	Yes, and... Activity	
1:45 – 2:00	15 minute break	<ul style="list-style-type: none"> • Open the door. • Turn on music. • Clear away the flipchart paper from the previous activity. • Put a bag of tinker toys on each table.
2:00 – 2:45	The Support of SFA 10 minutes for the Tinker Toy Activity 12 minutes for SFA organization – Channels, Eligibility and Compliance, Enterprise Services 15 minutes for What do I do? activity	
	15 minutes for the “This is SFA” video	<ul style="list-style-type: none"> • Dim the lights for the video (facilitator starts the video). • When the video is finished, turn the lights up.
2:45 – 2:55	10 minute break	<ul style="list-style-type: none"> • Turn up the lights. • Open the door. • Turn on music. • Cue up modernization video. • Collect the tinker toys.
2:55 – 3:15	Modernization and Transformation 15 minutes for Modernization and Transformation 5 minutes for the video	<ul style="list-style-type: none"> • Close the door. • Dim the lights for the video (facilitator starts the video). • When the video is finished, turn the lights up.
3:15 – 3:45	Measurements 10 minutes for the Tennis Ball activity 20 minutes for the measurement presentation	<ul style="list-style-type: none"> • Time each round of the tennis ball activity and report time to the facilitator.
3:45 – 3:55	10 minute break	<ul style="list-style-type: none"> • Open the door. • Turn on music. • Put 6 Performance Plans face down on each table.
3:55 –4:20	Measurement Activities 2 minutes for the Roman Numeral Activity 2 minutes to introduce the Performance Plan goals and worksheets 15 minutes to complete Worksheets and Performance Plan intro 7 What about me activity	<ul style="list-style-type: none"> • Close the door. • Turn off music. • Review sign in sheet to ensure all participants have signed it. • Prepare certificates: remove the certificates of the “no shows,” prepare certificates for the “walk ins;” ensure there is a certificate for each participant.

TIME	COURSE ACTIVITY	LOGISTICS COORDINATOR TASK
4:20-4:30	Wrap Up Review of the course (what have we learned?) Value of a Penny Activity Evaluations	<ul style="list-style-type: none"> • Collect evaluations and send them via FedEx to: SFA University Attention: Pat Reese 1250 Maryland Avenue SW Suite 600C Washington, DC 20202 • Return all materials to the Logistics Host. If last session, return game boards, game pieces, CDs, Tinker toys, and remaining table toys and giveaways to SFA University (see address above).