



Hosting a LA GATOR Day

Hosting community events is a fantastic way to create awareness and provide clarity and education around the LA GATOR Scholarship Program. Here are some practical tips to make your events a success:

Choose the Right Time

- Offer events at different times (evenings, weekends, or after school) to accommodate varying schedules.
- Consider virtual components for those who can't attend in person.

Promote your Event

- Begin communicating at least two weeks prior to your event. Share the date, time, and key takeaways attendees can expect by attending. To support your outreach, we have provided social media posts and captions, but we also recommend enlisting other community partners to help you spread the word.
- If you plan to provide assistance with applications at the event, remind attendees to bring the information needed to complete their application. (See the Parent Training presentation)

Recruit and Prepare Event Staff and Volunteers

- Recruit staff and volunteers to assist with event management and attendee support.
- Offer advanced training to ensure your team is equipped to address LA GATOR inquiries and provide technical support for onsite application submissions.
- If your community includes families who speak languages other than English, arrange for interpreters to be present to facilitate communication and enhance the overall experience.

Prepare for your Event

- Send a reminder to families 2-3 days before the event.
- Confirm the audio-visual equipment required to display the Parent Training presentation from your toolkit.
- Print and prepare copies of the Parent Flyers for distribution to attendees.
- For events held after the application period begins, consider providing computers or tablets for parents to complete their applications on-site.

Collect Feedback

- If there were questions or issues you were not able to resolve during your event, be sure to reach out to the Odyssey team for support. Call Center: 225-422-1538; Email Help Desk: help.la@withodyssey.com