



**Office of Financial Aid**  
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## Financial Aid Outreach Request Form

The Office of Financial Aid (OFA) is committed to providing pertinent information and resources about financial aid to all MHCC stakeholders (internal and external). The purpose of this form is to allow MHCC stakeholders to request the presence of OFA staff for an outreach event intended to educate or provide guidance to students, families, community members/organizations, or MHCC staff, faculty, or leadership.

**Please submit requests to the OFA (contact info above) at least 2-3 weeks prior to the outreach event**, especially if the timing of the event is outside normal MHCC business hours (i.e. after 5pm or on a weekend). The OFA will review the request and assess staffing availability for the event. A response will be provided to the contact person listed below within 2-3 business days from the date the request was received.

1 Please describe the event details, including the date, time, and location.

2 Who is/are the contact person(s) for this event?

Name: _____	Name: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

3 Who is the intended audience of the event?

4 How many attendees are expected?

5 Please describe what you would like Financial Aid staff to provide at this event (i.e. presentation, Q& A, etc.)

6 Please provide any additional information that might be helpful for us to know.

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**Please print and sign your name below:**

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*