

**Geisinger Lewistown Hospital  
CARES Act Emergency Grant for Students  
Communication Plan**

**Meetings with School Leadership to discuss award process:**

1. Monday, May 7, 2020 10:30-11:00AM 1<sup>st</sup> mtg

**Website Information:**

1. General Information, Application and How to Apply added to website on to supplement reporting on June 25, 2020
2. FAQ's added to financial aid page on June 25, 2020

**Announcements of Emergency Grant:**

1. Individual emails to eligible students explaining the grant and application process 6/1/20

**Student Notification:**

1. Individual emails sent to students who applied and were awarded an emergency grant funded under the CARES Act on 6/19/20

**Bursar Notification for Student Disbursement:**

1. Student roster containing student names and amounts totaling full amount of funding sent to the Bursar on 6/17/20