



Here at *SecureFutures*, we value our relationships with community based organizations. We appreciate that you trust our volunteers to come into your space and provide your students with up-to-date, relevant information regarding financial literacy.

In order to ensure that the process for scheduling programming and maintaining our partnership meets the needs of everyone involved, we would like to clarify our expectations of our community based organization partners. Please take some time to look over the list below and contact the Program Manager, Patrick Armstrong (patrick@securefutures.org, 414-310-5918), with any questions or concerns you may have.

1. Minimum Student Participation - We want to ensure that teens and volunteers get the most out of the time they invest in Money Sense programming. In order to do this, we ask that you have a minimum of 10 teens confirmed to attend each of the Money Sense sessions, especially if sessions are optional for teens. If students are required to attend sessions, a minimum of 7-8 teens is acceptable. Many organizations have found success by offering incentives to teens who attend sessions.

2. Number and Structure of Lessons - To ensure teens receive all of the content of each lesson, we recommend three 90 minute sessions. We can also condense the lessons into three 60 minute sessions, if that fits your programming schedule better. If student attendance is required, a six session schedule (45 minutes per session) can be considered.

3. Group Management - The main goals of our volunteers are to educate young people on the various Money Sense topics and engage young people in interactive activities and discussions. We understand that behavioral issues and distractions can occur and don't expect young people to behave perfectly at all times. We request that a program contact is present in order to manage the group and intervene to correct behavior issues and minimize distractions as they occur. Our volunteers are not expected, nor trained, to manage participant behavior. Please discuss the expectations you have for your teens when a guest speaker is present, before the volunteer arrives. We also welcome you to engage the young people with the curriculum and add your own perspective, whenever possible.

4. Program environment and technology - The success of our programs depends on access to reliable technology. You will need to provide a computer, internet access (Chrome or Firefox browser is ideal), a projector or smartboard, and, if possible, speakers. Please ensure that you will have access to this equipment and that it is in working order. Please test the presentation links and videos prior to the volunteer arriving to confirm that they will play on your system and that your speakers work. Teens will need writing utensils and a room set up that provides a writing surface and allows them to engage in productive discussions with volunteers and peers. Please prepare a backup plan in case your original plan for space and technology usage falls through.

Thank you for taking the time to review these expectations. We look forward to serving you and your students.