



Here at *SecureFutures*, we value our educators and appreciate the access you provide us to your students. We value that you trust our volunteers to come into your classrooms and give your students up to date, relevant information regarding financial literacy. In order to ensure that the process for scheduling programming and maintaining our partnership is efficient for everyone involved, we have a few requests of our educators. 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.

- 1. Student Technology Needs** - All students will access the Money Path App via their own computer. (The App is **not** available on mobile devices, such as cell phones and tablets.) Please ensure that you will have enough computers available for each of your students. The Money Path App is browser-based, so students will also need access to reliable internet. Please verify that you are able to access the following URL on school computers: <https://moneypathapp.org>
- 2. Student Email Lists** - Students will access the Money Path App through an account that is set up for them. In order to set up the accounts, *SecureFutures* needs a spreadsheet that lists the students' first names, last names, and school email addresses. To avoid errors, we suggest that you export a class list and send that to us, rather than retype all of the information into a new spreadsheet. If we will be working with multiple class sections, please provide one spreadsheet per section. **Please provide the spreadsheet(s) at least one week prior to the start of the lesson.**
- 3. Student Account Access** - Once the accounts are created, students will receive an email inviting them to activate their accounts and choose a password. To save time, please have students activate their accounts prior to the start of the lesson. They will not have access to the Money Path App until the lesson begins.
- 4. Equipment Set Up** - The presentation requires access to a computer, internet (Chrome, Safari, Edge or Firefox browser), and a projector or smartboard. Please check that your equipment is working and test the Money Path App link prior to the volunteer's arrival. If you find that anything isn't working, please contact *SecureFutures* staff as soon as possible for troubleshooting support.
- 5. Communication (Email / Phone)** - *SecureFutures* Program staff offer ongoing support to educators, community partners, and volunteers to ensure that a successful program is delivered to young people. Responsive communication is essential to this. Our request is that you do your best to respond to Program staff and to volunteers as soon as possible. This is especially helpful when it is regarding program specific details, check ins, or when addressing issues that arise.
- 6. Classroom Management** - The main goals of our volunteers are to educate young people and engage them in interactive activities and discussions. We understand that behavioral issues and distractions can happen and don't expect young people to behave perfectly at all times. We request that educators manage the classroom and intervene to correct behavior issues as they occur, which will help to minimize distractions for the other students. Please discuss the expectations you have for your students when a guest speaker is present before the volunteer arrives.
- 7. Evaluations** - When the program is completed, we send out evaluations to get feedback about how your experience went overall. This is the time to give us feedback about the scheduling process, your volunteers, the curriculum, and more. Please take time to complete these evaluations at the end of your program. We review them regularly and commit to following up right away or making immediate adjustments when we can.

**Thanks so much for taking the time to read through these requests.
We look forward to serving you and your students.**