Here at *SecureFutures*, we value our educators and appreciate 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 an efficient process of scheduling and partnership, we have a few requests of our educators. Please look over the list below and contact the Program Manager, Patrick Armstrong, with any questions or concerns. patrick@securefutures.org / 414-273-8101

1. **Equipment Set Up -** The presentations require access to a computer, internet (Chrome or Firefox browser is ideal), a projector or smartboard, and speakers, if available. It is the responsibility of the educator to have all presentations projected on a screen and ready to go, so that volunteers can start on time. We ask that educators take time to test all links and read through materials ahead of time to ensure that everything is working. If you have speakers available, please ensure they are functioning, as our presentations include videos. If you find that anything isn't working, please contact *SecureFutures* staff as soon as possible for troubleshooting support.

2. **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 volunteers, as soon as possible. This is especially helpful when it is regarding program specific details, check ins, or when addressing issues that arise.

3. **Classroom Management** - Please discuss the expectations you have for your students when a guest speaker is present *before the volunteer arrives*. We understand that behavioral issues and distractions can happen and don't expect young people to behave perfectly at all times. Our volunteers are not expected (nor trained to) manage participant behavior. We request that educators manage the classroom and intervene to correct behavior issues as they occur, which will help to minimize distractions for other students. We also welcome you to engage the young people with the curriculum and add your own perspective, whenever possible.

4. **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.

5. **Parent Consent** - Please print copies of the **Parent Informational Letter** and send it home with each student **before** your first Money Sense session. We want to create an inclusive financial literacy education experience for students and want to ensure that families are aware of and engaged in making financial education a priority. We encourage parents/guardians to reach out to us with any questions. If a family does not want their student to participate in the program, please make other arrangements for them during the class periods that our volunteers visit.

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