



Here at *SecureFutures*, we value our educators and 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 an effective 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. Student Technology Needs** - All students will access the Money Path App via their own computer. (The App is **not** available on most 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 - most browsers will work, *except for Internet Explorer*. **Please verify that you are able to access the following URL on school computers:** <https://moneypathapp.org>
- 2. Student Class Code** - Students will access the Money Path app through the above URL, and will have to set up a new account by providing a 'class code'. This unique class code will be provided in the Confirmation Email sent to both the educator and the volunteer. Students enter the code at the login screen, and proceed with account set up by providing their name and email. This can be done at the start of the lesson, or, to save time, a day or two prior to 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. They will not have access to the Money Path App until the lesson begins.
- 4. Equipment Set Up** - The volunteer 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 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. 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. 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.