



Bank Your Future
Volunteer Instructor Notes
Condensed

KEY		
*****	Slide Separators  To help you know which bullet points are for which slides	
4	Facilitation Tips Use these tips to help guide the lessons and deliver the activities	
	Workbook Activities & Resources All activities and resources are located in the student workbooks	
	Important Notes Review these before presenting in a classroom	



**Technology:** Educators should have the Prezi loaded and projected on a screen when you arrive at the classroom. If they don't, you can access the links in your Confirmation Email or through the Resource Library on our Classroom Materials page.



**Videos:** Test the videos and the speakers before you begin your presentation. If they don't load quickly or if the speakers don't work, *skip the videos*. If you feel like you may not have enough time to cover the whole lesson, skip the videos. If you feel like they aren't a good fit for the students or your presentation style, skip the videos! All content in the videos is covered in the slides.



**Exit Ticket/Course Evaluation:** Student evaluations are included in the workbooks. Please allow time at the end for students to complete them. If time is short, it's okay to skip this step.



**Cell phones in the Classroom:** Cell phones in the classroom can be a distraction, but they are common. Each school and organization has a different policy and we must respect their rules. Unfortunately, we cannot require students to put away their phones if that isn't the organizational policy. Discuss this with the educator before presenting and request that they manage students' usage according to their policy.

# Use the guidelines below to help you time out your presentation. These times are also listed with each section on the following pages.

Bank Your Future - CONDENSED	Minutes	Page
Introduce yourself, Lesson opening and objectives, Set ground rules	4	3-6
Budget: Definition and components	4	7-8
Income: Pay stub, Payment methods *important activity	6	9-10
Expenses and Expense tracking	5	11-12
Needs vs Wants *important activity	3	13-14
Basics of Saving	4	15-16
Key Components of a Budget *important activity	3	17-18
Paths after high school & average salaries *important activity	6	19-20
Cost of Living	2	21-22
Age 22 Budget activity, monitoring budget *MOST important activity	12	23-24
How to work on gaining your financial freedom (savings goals)	5	25-26
Benefits of saving early (Kelly & John)	3	27-28
Financial Capability (Go Do It Now) checklist, Evaluations	5	29-30
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Notes	
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What's the risk of not knowing how to manage your money?



Introduce Yourself 1 min

- Introduce yourself in a welcoming manner and make students feel comfortable.
  - o Who are you? What do you do?
  - o Why do you volunteer for SecureFutures?
- What is SecureFutures? An organization that...
  - o delivers financial education to high school students.
  - o provides teens with the financial education and tools needed to form good financial habits that get them ready to live independently.

Lesson Opening 1 min

Start with the question slide to break the ice: What's the risk of not knowing how to manage your money?

 Students should write a short answer in the notes section on the first page of their student workbook, or make it a group discussion. Have 1-2 students share their answers.

#### Expand on student responses.

- Share your answer for why you think money management is important.
- Acknowledge that this can be an uncomfortable topic for some people; let them know it's okay to have different comfort levels and this is a safe space to talk about finances.
- Money is necessary to support your needs and goals throughout your lifetime. Learning to manage your money well will help you to be successful in achieving your financial goals.

Stories, E	xamples	\$ &	<b>Notes</b>
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**Transition:** Let's see what we are going to cover in this lesson.

## What we'll learn...

- How to effectively create a budget and plan for moneysaving and spending.
- Various options that are available to help pay for further education.
- How to determine cost of living independently and how to manage it responsibly.
- How earning interest impacts the growth of your savings over time.

## How we'll do it..

- Active participation!
- Be engaged. Ask questions and participate in discussions.
- Respect each others thoughts, perspectives, and contributions.
- · Maximize your experience by using the workbook.
  - Take notes and complete activities.
- · Have fun while learning!



#### Lesson Objectives: What we'll learn . . .

1 min



Review the lesson objectives.

- The foundation of our lesson is based on one of the most important financial concepts you will need to use to be financially successful now and throughout your life: Budgeting.
- ASK: Which of these topics is most interesting to you?



TRANSITION: So now that we know what we're going to talk about, let's set a plan for how we will cover the topics.

#### Set Ground Rules: How we'll do this . . .

1 min



Share the bullet points on the "How we'll do this..." slide.

- Active participation
- Be engaged: ask and answer questions. Be curious!
- Respect each other's thoughts and listen when others are talking. Don't interrupt.
- Use the workbook during the activities and have fun!



Ask the students if they have any other ground rules they would recommend, or share your own. Discuss how to earn participation incentives (if you're offering one). Ex: raffle, candy, money.

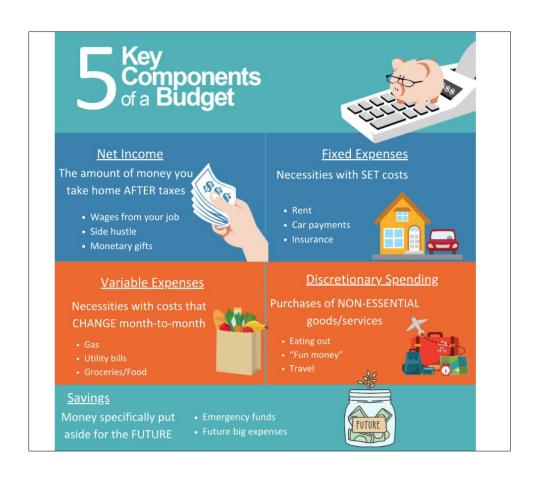
#### **Stories, Examples & Notes**

Transition: First, let's figure out what a budget is...

# What is a Budget?



A plan for how you will spend and save your money



#### **Discussion: Budget (definition and components)**

4 min

**ASK:** What is a budget?



Get student responses, then reveal the answers on the slide.

- ASK: Does anyone (or their family or friends) have a budget?
- ASK: How do they use it?
- Budgets should be used to plan how you will spend and save your money.
- Following your plan leads to success.

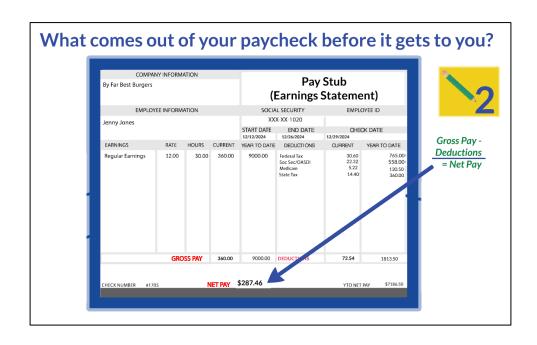
- The five key components of a budget are (advance the slide to reveal each component):
  - o Net Income wages, tips, etc.
  - o Fixed Expenses necessities with set costs
  - o Variable Expenses necessities that change from month-to-month
  - o Discretionary Spending wants/non-essential items
  - o Savings Making sure you have money for the future

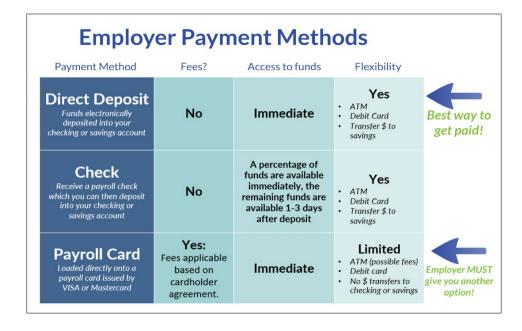
Stories, Exam	es ک	ı Notes
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Share: Tell students about your budget.

Transition: Let's start with income...









### Discussion: Pay Stub (Earnings Statement)

3 min



You have a job and are getting paid. Let's see how much by looking at your pay stub (earnings statement).

Have students turn to page 2 of their workbooks and identify Jenny's...

· Hourly wage and hours worked this pay period



ASK: What is automatically deducted from Jenny's paycheck?

After you get a few answers, advance the slide to highlight the different deductions. Explain FICA (Federal Insurance Contributions Act) and other deductions.

- o A percentage of your income is taken out to cover FICA taxes.
- o FICA has two parts:
  - Social Security: Intended to provide you with *part* of your retirement income.
  - Medicare: Provides you with health insurance when you turn age 65. Long-term saving is required to reach retirement goals.

Social Security Taxes	6.2% on wages up to \$160,000	For every \$100 you earn, \$7.65 goes to the
Medicare Taxes	1.45% on all wages earned	federal government for FICA.

- Other Deductions
  - o Federal, state and local taxes vary depending on factors including your income and location. Generally, as your income increases, so do your taxes.
  - o If you have federal, state, and local taxes withheld from your pay, you may not actually owe them. You must complete a tax return to see if you should get a refund. Don't let the government keep the extra money that you earned!
  - o For most high school students, you won't owe any federal or state taxes.
  - o When you are working full time, you may have the opportunity to have health care premiums, retirement fund contributions, and/or charitable donations automatically deducted from your paycheck.



### Activity: Income Equation Activity (PG 2)

1 min



**ASK:** Gross pay and net pay: What are they and how are they different?

When you get a few answers, advance the slide to show the equation:



• Gross Pay – Deductions = Net Pay

Have students copy this equation into their workbooks (the words, not the numbers).

#### **Discussion: Employer Payment Methods**

2 min

- ASK: How do you get paid? What are the various other ways you could get paid?
- Stress that direct deposit is by far the best.
- Encourage students to ask employers for other options if they are offered a prepaid card.
- Employers are legally obligated to offer students an alternative to a prepaid card; employees can always ask to be paid via check instead.

**Transition:** Now, let's talk about expenses.

# Now, let's talk expenses...

Remember, there are 3 types of expenses when creating a budget.

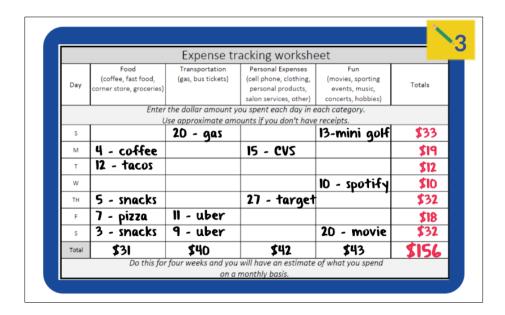


# What do you spend your money on now?

How much do you spend each week?



# The best way to know is to track your expenses!



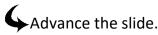
#### **Discussion: Expenses and Expense Tracking**

5 min

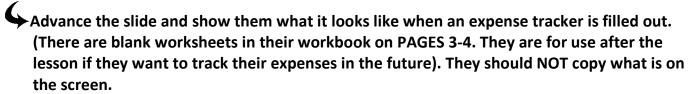


Now let's talk about expenses.

- Remind them of the three types of expenses from earlier in the lesson:
  - Fixed Expenses necessities with set costs
  - Variable Expenses necessities that change from month-to-month
  - Discretionary Spending wants/non-essential items



- **ASK:** What do you spend your money on?
- **ASK:** Does anyone keep track of how much they spend? How?



- Discuss how to use the worksheet.
- Everyone can track their expenses, even if they don't have a regular income.
  - o If they don't have a regular income, they should track any money they have been given.
  - o If they haven't personally spent anything, they should track what others have spent on them.
- Expense tracking is important because:
  - o It helps you understand where your money is going and whether your spending is aligned with your priorities and goals.
  - o It helps you to know where you can cut back if you have an unexpected expense or need to start saving toward a new goal.

#### **Stories, Examples & Notes**

Share: Tell students how you track expenses and how it helps you.

Transition: When you're looking at expenses, which are needs and which are wants?

## Needs vs. Wants



Which of your expenses were needs and which were wants?

## Consider these spending choices. Are they needs or wants?



Put the following into need/want categories in your workbook. Feel free to add your own; they will be used in another activity.

- Fast Food
- Car Insurance
- Groceries
- Rent/mortgage
- Designer Clothes
- Utility Bill Payments
- Prescription Eyeglasses
- Manicure
- The Latest Technology
   Tickets to a sporting event











#### **Discussion: Needs vs. Wants**

1 min

- ASK: What is the difference between a "need" and a "want"?
- The most basic definition of a need is that it is something you need in order to survive.
  - Food, shelter, and clothing.
- A want is something you really wish you had, but you can still go through your day-to-day activities without it.

## Alle

#### **Activity: Needs vs. Wants (PG 5)**

2 min

- ASK: Are these items needs or wants? Why?
- Have the students categorize each item as a need or want on page five in their workbook. They can also add items if they want.
- ASK: What do you pay for that is a need? Which of your expenses are wants?
- Explain that opinions may differ and that everyone needs to make personal choices.

#### Summarize:

Making good choices about your wants will help you save more for your short and long-term needs.

#### Stories, Examples & Notes

Transition: Now that we know where we spend money, let's look at savings!

Now that we talked about pay stubs, expense tracking, and spending choices, there's another piece to add to your budget...



## Savings

What are you saving for right now?

#### The Basics of Saving

What types of things will you be saving for in the future?



- · Education college, grad school, certification
- · Emergency Fund medical bills, car repairs
- · Short Term Goals car, vacation
- · Long Term Goals house, larger items
- · Retirement money to live on after you stop working



### The Basics of Saving



How will you accomplish those goals?



Don't plan to save only what you have left over.

Decide how much you need to save and put that aside **before** spending on other expenses.

#### **Discussion: Basics of Saving**

4 min

Introduce savings as another piece that should be added to a budget.

- **ASK:** What are you saving for now?
- ASK: How long do you think it will take for you to reach your goal?

ASK: What types of things will you be saving for in the future?

After getting responses, advance the slide and introduce the broad types of savings goals that a person might have (an example of a more specific goal is listed next to each).

- The examples on the slide are just examples of different types of savings goals; each person may have their own unique savings goals for some of these categories.
- Having an emergency fund that covers 3-6 months of expenses can make all the difference when something unexpected happens (illness, injury, loss of employment, natural disaster, car accident).
  - If that seems too overwhelming, even a small emergency fund can help keep people "above water" when something unexpected happens and can help to build the habit of saving over time for things.

• ASK: How can you achieve those savings goals?

After getting responses, advance the slide and introduce "Pay Yourself First."

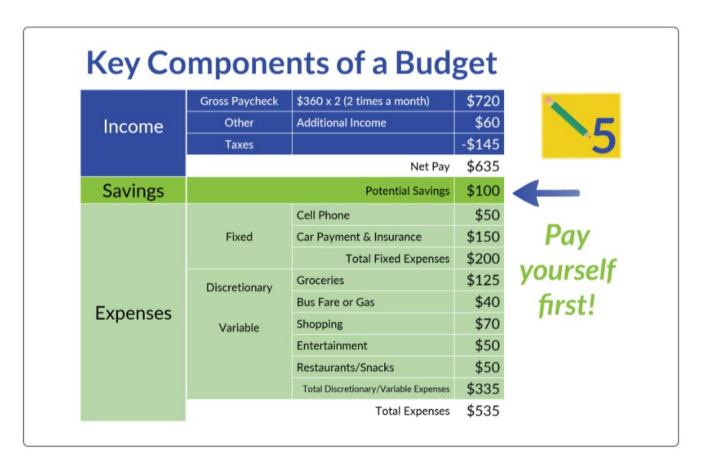
- Setting aside a certain amount of money on a regular schedule, before spending on other expenses.
- Treating savings like a planned expense will help you reach your goals faster than only saving what you have left over each week or month.

#### Stories, Examples & Notes

Share: Your savings goals, how you utilize "pay yourself first".

Transition: Now that we understand the components of a budget...





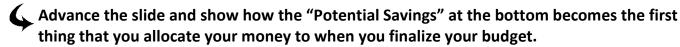
#### **Discussion: Key Components of a Budget**

1 min

- ASK: Tell me again, what are the main parts of a budget?
  - o Income
  - Spending/Expenses
  - Savings
- Explain that Income Expenses = Potential Savings
  - o This needs to be a positive number!

## Activity: Pay Yourself First (PG 5)

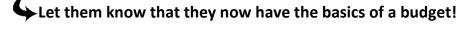
2 min





Have students fill in this missing phrase in their workbooks. "How do you make saving a habit?"

PAY YOURSELF FIRST



#### **Stories, Examples & Notes**

Share: Your budgeting method (written down, in a spreadsheet, on a budgeting app, etc.).

**Transition:** Let's take another look at income.

## Let's talk a bit more about income. That's where all budgets start.





## **Average Starting Salaries**



Path	Average Income
Enter the workforce	\$27,404
Food Preparation and Serving-related Occupations	\$22,037
Production Occupation	\$27,098
Healthcare Support	\$25,604
2 Yr Assoc. Degree (Avg)	\$48,263
Business and Financial Operations Occupations	\$36,377
Healthcare Support Occupations	\$33,231

Path	Average Income
4 Yr Bach Degree (Avg)	\$58,862
Communications	\$43,919
Health Professions	\$54,133
Business	\$57,186
Engineering	\$71,516
Apprenticeship in the skilled trades	\$56,748
Military - Army	\$45,571 Including your cost of fiving

#### **Discussion: Paths After High School**

3 min

• ASK: What paths can you choose after high school?



After getting responses, click to reveal the graphic of the paths and fill in any they missed.

- Skilled Trades: professions that require an apprenticeship or other formal education apart from college.
- Emergency Services: police officers, firefighters and other first responders that go through mandatory training/academies.
- Remind students that this is not an exhaustive list and these are examples of paths they may choose to take after high school.
- ASK: Is there anything wrong with choosing another path besides college?
- College or a 4-year degree isn't for everyone and it isn't the only way to achieve a satisfying career. It is okay to choose a different option!



## Activity: Average Starting Salaries Table (PG 6)

3 min



Ask students to guess a few of the incomes on the chart, then click to reveal the answers. Students can fill in incomes of jobs that interest them in the table in the workbook.

- ASK: What are your observations as you compare and contrast these paths?
- The typical bachelor's degree recipient can usually expect to earn about 66% more during a 40year working life than the typical high school graduate earns over the same period.
- Even if you choose not to go to college, continuing your learning and education in some way (formal or informal) will make a significant impact on your earning potential.
- No matter what, keep developing and improving your skills!



Source for Income Data: National Association of Colleges and Employers, Apprenticeship USA, US Army

#### **Stories, Examples & Notes**

Share: How you decided on what path to take after high school.

Transition: Now that we talked about paths after high school, let's look at what your expenses might be once you are out on your own.

## The cost of living...

How much does it cost to live on your own for a month?



## The cost of living...

How much does it cost to live on your own for a month?

Average monthly spending for one person is \$4,641.

That equates to an annual NET salary of \$56,000. (US Bureau of Statistics, 2024)

Let's fast forward to age 22. How will you save and spend your income?



#### **Discussion: Cost of Living**

3 min

• ASK: How much does it cost to live on your own for a month?



After you get a few responses, reveal the next slide with the average expenses for one person.

· ASK: What do you think about that number?



Advance the slide to reveal the net salary and ask students what that means.

- Refer to the Gross vs. Net Pay discussion from earlier in this lesson.
- Reinforce that they would need to earn more than the net salary amount to account for deductions.
- ASK: Why is it important to save ahead of time for these goals?
  - Better odds of having money available to pay for your goal.
  - Less likely to borrow money to pay for your goals.
  - Having money for unexpected emergencies is important. (Ask for examples.)

•

- ASK: What do you think might be difficult about managing money once you start to have more expenses?
  - Understanding the timing of my cash inflow and outflow.
  - Organizing how and when I pay bills.
  - Staying on top of making payments on time.
- When you're living on your own, you will have a lot of responsibilities.
- Managing your finances well will be key for financial success.

#### **Stories, Examples & Notes**

**Transition:** Let's put budgeting into practice by having you complete a budget as if you are age 22 and have a full-time job.







### Activity: Building Your Budget at Age 22 (PG 7-8)

10 min



Introduce the budget activity and review each step before having students work independently or in

- STEP 1: INCOME
  - ASK: What does the \$700 in taxes represent? (Soc. Sec., Medicare, Federal and State taxes).
- STEP 2: SAVING
  - Write out your goals and assign a monthly savings amount to each. Then, add them up to get your monthly total. This needs to be at least \$150.
- STEP 3: SPENDING
  - o On the screen, the items are based on the average person's spending. Have the students enter the amount they plan to spend based on their lifestyle.
  - o Like in the example, they may have to reduce some of the expenses because we only have \$2,300 of net income. This example has an average amount of \$2,633 (not including savings).
  - Add up the spending amounts to get a monthly total.
- STEP 4: BALANCING YOUR BUDGET
  - o Do the math. Tell them that they should be shooting for a ZERO surplus or deficit.



#### Students do not need to spend time balancing their budget after their first attempt. Just let them know what steps to consider to balance it.

- If Surplus: Review the expenses to make sure they are realistic and increase where appropriate. Increase savings.
- If Deficit: Review expenses and cut spending in categories you could live with. Then, review the savings amounts to see if they are too high.

#### **Discussion: Monitoring & Revising a Budget**

2 min

- ASK: What did you learn about budgeting from that activity?
- ASK: How do spending choices impact your ability to save?
- ASK: What is likely to happen to you financially if you don't have a budget?
- ASK: What other decision would you make to increase your savings?
- Make sure you have a PAY YOURSELF FIRST line in your budget. This is the key to not spending all of your income!
- Budgeting is about making choices, staying disciplined, and making a commitment to monitoring your spending so you can save money for your future goals.



#### Advance the slide to illustrate this point.

- A budget isn't a plan you write and then never revisit. You have to continually compare your actual spending to your budget to ensure you are keeping on track.
- Budgets aren't set in stone! Adjust them as your needs and goals change.
- Savings potential isn't just about income. How you choose to spend your income is a key factor in saving money.

**Transition:** So, what happens if you've set your budget, but you still aren't making your savings goals?

#### **How to Secure Your Financial Freedom**

#### **Save MORE**

### Spend LESS

- · Keep a budget and stick to it
- .

· Open a savings account

- Pay yourself first
- Set up automatic transfers so it's easy to add to your savings
- Look into different job opportunities or additional income

- · Be mindful when spending cash
- · Use direct deposit
- Think long term, today's purchase can mess up tomorrow's plans.
- · Buy only what you NEED
- Take a look at your monthly subscriptions (Netflix, Spotify, etc)

DO NOT USE CHECK CASHING or PAYDAY LOAN STORES!

## **Practice Makes Perfect!**

Saving now with a part time job can make good habits for the future





15hrs/week at \$12/hr = \$180 x 52 weeks = **\$9360** 

### Saving a little on a regular basis can add up!

Amount Saved	Balance after 1 yr	Balance after 2 yrs
\$7/Week (\$1/day)	\$365	\$730
\$20/Paycheck (paid every 2 weeks)	\$520	\$1,040
\$100/Month (\$3.33/day or \$25/week)	\$1,200	\$2,400

This is the accumulated balance just from saving. What if you also earn interest?

#### **Discussion: How to Work on Gaining Your Financial Freedom**

5 min

• ASK: What are ways you can save more or spend less?



After you get responses, advance the slide and fill in the details.



 $lap{}{}$  Check cashing stores are commonly found in communities where there are few traditional financial institutions that serve that area. They are most common in low-income communities and urban areas. Emphasize that students can cash or deposit their checks for free if they have an account at a bank or credit union. This will save them money in fees.

The fee is usually \$5-\$8 for checks under \$100.

Check cashing stores/services will be discussed at length in the upcoming "Check It Out" lesson. If the students will be receiving that lesson, there is no need to spend a lot of time on this. If they are not, you may want to emphasize it a bit more.

- Explain how getting a part time job can really drive your savings.
- **ASK:** Who has a job? Does it help you save more?
- **ASK:** What could you have for if you had an extra \$9,360/year?

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

- ASK: Do you think you could manage one of these savings plans?
- Stress that it is important to start early with some sort of plan.



Advance the slide to introduce the next discussion topic: Compound Interest.

#### **Stories, Examples & Notes**

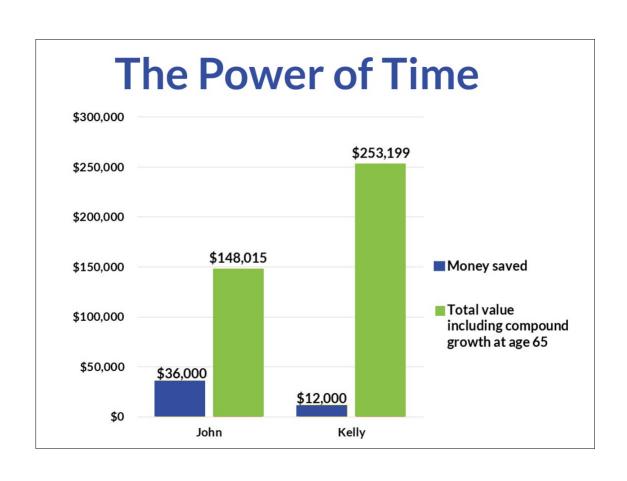
Share: Your own stories of savings examples.

**Transition:** Once you begin saving money it is important to give your money a chance to grow.

## **Benefits of Investing Early**

John	Kelly
• Starts at age 35	• Starts at age 22
<ul> <li>Saves \$100 per month for 30 years (\$36,000)</li> </ul>	<ul> <li>Saves \$100 per month for 10 years (\$12,000)</li> </ul>

The growth rate is 8% compounded annually. Who will have more money at age 65?



#### **Discussion: Benefits of Investing Early**

3 min

- Set up this scenario:
  - o **John** had huge credit card and student loan debt when he graduated from college and it took him years to pay off. He didn't know how important it was to start saving and investing early, so he waited until age 35 to start. He put away \$36,000 over 30 years, then stopped contributing to his account at age 65.
  - o **Kelly** learned about financial literacy in high school, so she understood the benefits of saving early. She started saving and investing right after college. She put away \$12,000 over 10 years, then stopped contributing to her account at age 32.
- ASK: Who will have more money at the age of 65?

After getting responses, reveal the slide with the chart that illustrates the scenario.

• **ASK:** Why does Kelly end up with so much more money having only invested \$12,000 vs. John's \$36,000?

\*

- Stress how "time" is one of the most important ingredients in compounding/ growing your money.
- John ended up with nearly \$100,000 less than Kelly at age 65 because he started saving later.

### Stories, Examples & Notes

**Transition:** Let's review the Financial Capability Checklist and see how you can put all these concepts we've learned into action...

# Go Do It Now!

Financial Issue	Best Practices to Help Manage Money Responsibly	My Financial To Do List
	☐ I have opened checking and savings accounts.	
Paycheck and Taxes (if you have a job)	☐ Direct Deposit is set up with my account at a bank or credit union.	
, ,,	☐ I review my earnings statement and understand my deductions.	
Spending	☐ I track my expenses by using online banking tools, writing them down, or using my phone.	
	☐ I understand how I spend my money on needs vs. wants.	
Dud-sti	☐ I have a written budget and have set spending limits and a monthly savings goal.	action plan!
Budgeting	☐ I compare my monthly expenses to my planned budget to make sure I am on track to save.	action you
	☐ I "Pay Myself First" each week or month and then spend.	70, 41
	☐ I have set a savings goal for something I need or want to pay for in the	Non.
Saving	next 1-2 years. My goal is to save \$ to pay for	""
	The monthly amount I will save to accomplish this goal is \$	
	☐ I have set up a retirement account to start saving early.	



Please complete the evaluation found in your student workbook.





## Activity: Financial Capability Checklist (PG 11)

2 min



#### Review the Student Financial Capability Checklist.

- Explain that they can use this as a checklist for building strong financial behaviors.
- Challenge students to put all of the best practices in place to help manage their financial lives successfully.
- Remind students that there are more resources available to them by scanning the QR code in their workbook. That link will bring them to the SecureFutures website with information that corresponds to each Money Sense lesson.
- **ASK:** Which steps do you plan to take right away?



Ask if there are any last-minute questions.

#### **Exit Tickets/Evaluations**

3 min



Have each student complete the exit ticket/evaluation found in their student workbook.

- Exit ticket evaluation for Bank Your Future lesson content. This is included if they will receive additional Money Sense lessons. There will be a chance to complete a full evaluation during the last lesson.
- Exit Ticket/Evaluation combined evaluation for Bank Your Future content and the overall lesson. This is included if they only have Bank Your Future.
- Remind students that their honest feedback on the evaluation helps us continue to improve our programs.
- When students are finished, collect the evaluations.
- Please return the evaluations to SecureFutures after you have completed your entire program commitment. Feel free to use the prepaid material return label included with your materials.



SecureFutures empowers teenagers with the knowledge, tools, and mentoring for a lifetime of financial capability. Our engaging volunteers, dynamic schools, and generous supporters share a vision of stronger communities built by an investment in "money smart" teens.