



## Site Partner Responsibilities

---

As a site partner, you hold a valuable role on the Money Coach team. To ensure that we can provide quality programming for the students, please see the list of responsibilities below:

### Objective #1: Assess Site Fit for the Money Coach Program

- **Complete Pre-Programming Activities**
    - Conduct a site visit before programming starts to evaluate fit.
    - Identify dates and times to hold the Money Coach program.
    - Help recruit students for the program.
  - **Site Support and Coordination**
    - Ensure the room is unlocked and appropriate technology is functioning.
    - Communicate with school personnel to gather support and ensure a smooth process.
    - Provide space and passes (or make announcements) for students to attend coach check-ins.
    - Serve as the liaison between students and volunteers when students are missing forms or are frequently absent.
    - Provide site support (your presence may be required - this looks different for every site)
- 

### Objective #2: Debrief Site Partner on Program Data

- **Data Review & Debrief with Program Staff**
  - Schedule and attend a post-program debrief with Program Staff.
  - Review data from the previous session.
  - Discuss successes, challenges, and areas for improvement.
  - Identify students needing additional support.