



Volunteer Guidelines

PREPARATION

- Check packet to make sure it includes the necessary materials: Lesson plan, copy and transparency of Handout #1, *The Great Investo and the Money Tree* book, and a package of 30 Activity Booklets. Make copies of Handout #1, one per student.
- **Complete your training at** http://www.debankers.com/TCTSD_Training.html
- Call or email the teacher to confirm date and time.
- IF YOU ARE UNABLE TO GO TO THE SCHOOL, **CALL** AND LET THE TEACHER KNOW. Please reschedule if possible!
- For directions to your school, sign into the Teach Children to Save Day website at teachchildrentosavedayde.org and view your classes details.

TEACHING THE LESSON

Arrival at the School

- Arrive at the school 10-15 minutes prior to the time you are scheduled to teach.
- Check in at the school office. You will need to sign in and get a visitor's badge.

Procedures for the Classroom

- Begin the lesson by introducing yourself and giving the name of your bank.
- Tell students that you are going to share with them a lesson on saving money.
- Teach the lesson. The lesson should take about 45 minutes.
- After checking with the teacher, distribute any gifts that you may have from your bank. Do this at the **end** of the lesson. Leave your business card with the teacher. Many teachers want the class to write thank you notes.
- Leave the book for the teacher as a gift from the Delaware Bankers Association and the Center for Economic Education and Entrepreneurship.

*If you have any questions or are missing materials,
please contact **Jen Magaw** (teach2save@udel.edu) or **call** the
Center for Economic Education and Entrepreneurship at **302-831-2559**.*