

transportation to the classroom site. Keep registration records on an easy to follow spreadsheet or document that both facilitators have access to.

You may choose to send the registered participants the *Pre-Class Questionnaire*, the *Class Topics Questionnaire*, and the *Demographics & Registration Form* ahead of time, asking them to complete these forms in advance and bring them to class, or they can complete the forms during Workshop 1. As the date of the first class approaches, email and call registered participants the week before and the day before to remind them of the course start day and time.

**Course Budget:** If you are facilitating this course in-person and have additional funds available in your budget, one option is to buy the participants a meal during each class period and eat together as a community. Another option is to use the money to print copies of the Student Guide and to pay for snacks and classroom supplies such as notebooks and pens. If you are facilitating this course virtually and have additional funds available, you could mail printed copies of the Student Guide, course handouts, notebooks, pens, or headphones to the participants.

**Working with Participants' Peer Support Specialists:** Some of the participating peers may be individuals you are already providing peer support to, while others may have a different peer support specialist or may not be receiving peer support currently. If peers are receiving support from a Peer Support Specialist/Certified Recovery Mentor/Peer Wellness Specialist outside of this class, these peer specialists could be a great resource for peers during and after the course. Peer Support Specialists could help participants with their homework assignments, like following their budgets or calculating their total debt. They could also serve as natural continued support when the course ends, taking over the role of the Money Basics facilitators in checking in with peers about their finances and supporting them in accessing resources, following their person-directed plans, etc.

#### **Facilitator Key:**

- **Blue – Teaching**
- **Purple – Discussion**
- **Green – Activity**