



Jump\$Tart Coalition for Personal Financial Literacy
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“Teen Teach-In” – Teacher Toolkit

How to Set up your Event/s

MISSION STATEMENT

The Jump\$Tart Teen Teach-in offers high school students a way to demonstrate the financial knowledge they’ve gained and share it with their elementary school counterparts in a fun teaching and learning activity. The Teen Teach-In is also designed to raise public awareness about the need for effective classroom-based financial empowerment. With over 100 teachers in XX states participating, the Teen Teach-in is a national call to action to improve the education – and financial futures – of America’s youth.

1. Create excitement for elementary teachers and administrators in your district

Contact the elementary teachers in that grade (copying in the building principal or administrator) and see if they would be willing to open up a 30-45 minute period to allow your students to come in and present a lesson. Provide a three-day window in which your students could be available. Ask the teacher to include a time of day that works best for them and their classroom.

SAMPLE EMAIL:

Dear Elementary Teachers and Administrators,

My students are participating in a National “Teen Teach-In” event in conjunction with the nonprofit Jump\$Tart Coalition. We would like to offer a Financial Literacy lesson to your ____ classes. The theme for this lesson will be _____. Our hope is that it will not only encourage a great short-term financial literacy lesson for your students but also get them thinking about their financial future. The presentation will include a Google Slide/PowerPoint Presentation and some group activities as well. The program will last about 45 minutes.

This program will provide an outstanding opportunity for my students to give back to their elementary schools. It is especially great for those with teaching aspirations. I hope that you can find some time in your schedule. The days we would like to present are _____. Anytime of the day will work and I will schedule based on your requests. If you could get back to me by _____, it would be appreciated. If these dates can't work but you are still interested, please let me know and I will see what else we can work out. I understand that it is not easy to make time in your busy schedules, but I hope you see this as a valuable opportunity for your students as well.

An online form is attached for you to sign up and to include a time that would work best for your class. Thanks so much for joining in this tremendous opportunity for our students.

Sincerely,

2. Create excitement for your high school students.

In the classroom, share the excitement with your students about the opportunity to not only provide a great financial literacy lesson but also to give back to your school community. It is great to point out that as high school students, they are seen as heroes and rock stars to the younger students. They're in the musicals, on the field, on the court, in the pool, in the play—and elementary students look up to them because of it. Let students know that they may be working with a partner (up to four, depending on the interest). When at all possible, let them choose the partners they want to work with.

3. Choose the topic you want your students to present on.

Here are some ideas, but you have the freedom to choose others:

- 1st Grade - Needs and Wants
- 2nd Grade - Making Choices and Opportunity Costs
- 3rd Grade - Saving and Banking
- 4th Grade - Saving and Investing
- 5th Grade – Budgeting and Planning for Future Spending

4. Create a lesson from resource materials in the Jump\$TART Clearinghouse. Sample lessons can be found on the Teacher Toolkit webpage. There is a resource sheet with links from our Clearinghouse partners with age-appropriate activities. You may want to create a parent toolkit that elementary teachers can share electronically with parents the day before or the day of the Teach-In. It could include any vocabulary taught as well as some links to related resources that they can follow up with at home. There is also a general Parent Toolkit document available on the resource page.

5. Set the teaching schedule.

It is important to be flexible to accommodate the schedule of the elementary classes you will be working with.

- Set aside 2-3 days where your students can be made available to teach.
- Let the elementary teachers decide the times that fit their schedules.
- This will take cooperation with your administrators and parents because the high school students will be missing classes. Participation by your students will need to be excused by parents/administrators.
- Once you have the schedule set, if possible, let your students pick the classroom they would like to work in. They can base it on their own school schedule or may want to choose a special teacher they want to present for.

6. Contact administration/colleagues.

Share brief details about what your students are doing and include the schedule of the Teach-In event. Emphasize that students may need to miss a class to meet the schedules of the elementary classes. I find most are very willing to accommodate.

7. Set time aside to train your students and to go over the lesson.

This can be done in class, before or after school or during any resource time that might be available. It is important that they have a chance to ask questions about the lesson. If a PowerPoint is being used, encourage students to add a slide in the presentation about themselves. Tell them to include pictures of what they are involved in, pets, family, and friends.

It is also critical to prepare them for what they might expect from elementary students (off-topic sharing, students' dominating the discussion, etc.) It is important that when your students are ready, they make email contact with their participating teacher, introducing themselves and sharing their presentation. The elementary teacher can then have it queued up and ready when they arrive to teach.

8. Contact the school district, community news and maybe even media about your plans and invite them to visit. Jump\$Tart will do their best to reach out to local tv/media outlets for you.

9. Photo Releases.

We are asking you to get parent-signed photo release for your high school students. If they are 18, they can sign the forms. We are asking that when you take pictures you try to NOT include the faces of the elementary students. If you do share them with us and we want to use it, we will need your assistance to get parental permission. We understand that most schools have students sign a waiver, unfortunately that does not protect Jump\$Tart Coalition if we want to use photos of children. Thanks for understanding. We want you to feel free to take all the pictures you can for your school's website and social media pages.

10. Try to be present as much as you can for the presentations.

If you would like to pop in and observe as the Teach-In is going on, feel free, but keep the focus on your students and their instruction.

11. Resources and Media Engagement tips for you.

There are resources and tips available on our website that can be reached by this [LINK](#). Be sure to refer to the events as the "Jump\$Tart Teen Teach-In" to help us track and amplify your media coverage. Tag Jump\$Tart (@JumpStart1995) in your social media posts about the event, and/or use the hashtag #TeenTeachIn.

12. Join the Jump\$Tart Teachers Facebook group.

This group will be a great place to see Teach-In events from around the country. Join using this [LINK](#).



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13. Be sure to complete the [Google Form Registration Link](#) when you have your event planned.

Through this link, you will provide information about your event/s. It includes your principal and superintendent's name, elementary school(s), elementary teacher(s), dates, social media handles, etc. This will help our PR team get your event as much coverage as possible.

14. Follow up with an “Teen Teach-In” evaluation.

See the Teacher Resource page for a sample evaluation. We do not need to see these at Jump\$Tart, but they should be used by you to evaluate your student's effectiveness and as a guide to run your next Teach-In.