



FINANCIAL REALITY FAIRTM

Coordinator Description

Overall Role: Responsible for the planning, execution and wrap-up of the Get REAL Financial Reality Fair.

Specific Responsibilities:

1. Recruit schools as described on the FRF **Task List & Timeline** document. Communicate the fair date, time and number of students to the FRF.
2. Recruit volunteers as described on the FRF **Task List & Timeline** document. Communicate volunteer recruitment needs and volunteer assignments to the FRF.
3. Purchase awards to be given during the event, if necessary.
4. Designate MC for the event and review MC job description with the MC.
5. Set up the event as described on the FRF **Task List & Timeline** document.
6. At the fair, communicate with school staff throughout the event, check in with volunteers, oversee the MC and ensure the organization of the event.
7. After the event, follow the Event Wrap-Up as described on the FRF **Task List & Timeline** document.
8. After the event, inventory the fair package contents to see if any need to be resupplied and contact the FRF.

Financial Reality Foundation Mission

The Financial Reality Foundation exists to provide consumers of all ages an opportunity to learn about personal finance in a realistic and memorable way by providing programs that develop their skills and lead them to achieving their financial goals.



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Task List and Timeline

1. School Recruitment (Begin anytime)

- ✓ Send presentation folder or e-mail docs located under School Recruitment. Include; **Cover Letter, Overview, Student Testimonials, Budget Worksheet SAMPLE.**
- ✓ Collect the following Fair details:
 - *Location? School auditorium, library, etc. (Provide **Table Set-up Diagram** document)
 - *Date/Hours of Fair? (2 hours or 2 class periods recommended)
 - *Number of Students? Minimum 45 students, maximum 150 for 2-hour time slot.
 - *Tables/Chairs Available?
 - *Location of Signage?
 - *Is lunch required?
- ✓ When confirmed; send fair date, time and estimated student count to the FRF Executive Director.

2. Volunteer Recruitment (Begin 3 weeks before event)

- ✓ Send out **Volunteer Recruiting Email** and include **Overview for New Volunteers** document.
 - *Send to volunteers in region AND copy CU CEO's.
- ✓ 2 weeks prior, if not enough volunteers, send a 2nd **Volunteer Recruiting Email.**
- ✓ 1 week prior, complete the **Volunteer Role List** by inserting volunteer names into template and send completed list to FRF Marketing Design Coordinator.
- ✓ 2-3 days prior to event, send out **Volunteer Reminder** email.
 - *Fill in event specific details.
 - *Include Volunteer Role List and Volunteer Information.

3. Event Preparation (Begin 1 hour before event)

- ✓ Follow instructions as found in **Event Coordination** document.
- ✓ Photo's at Public Events: pictures & videos ARE PERMITTED at public schools. Use discretion.
 - *See **Photo's at Public Events** document for additional clarification.
- ✓ Use the **Table Set-up Diagram** document to assist in table location and the Globes of Reality placement.
- ✓ Event MC will need a copy of **Announcement to Volunteers** document to be announced 15 minutes before the event. Take group picture of all volunteers.
- ✓ Event MC will need a copy of **Announcement to Students** document to be announced at the start of the event.

4. Event Wrap-Up (Begin 1 day after the event)

- ✓ Fill out **Student Evaluation Summary** document from all Student Evaluations. Send copy of summary to the FRF.
- ✓ Send out **School Thank You E-Mail** document and copy the FRF. Attach pictures and **School Evaluation** document. If the school completes their school evaluation, send to the FRF.
- ✓ Send out **Volunteer Thank You E-Mail** document and copy the FRF. Fill out **Volunteer Evaluation Summary** document and send a copy to the FRF.
- ✓ If award was not given at the time of the event, submit student award winner info to Accounts Payable to issue check. Mail check(s) to award winners with the **Award Letter** document.
- ✓ Send fair pictures/video to the FRF.
- ✓ If you decide to post fair pictures/video to Facebook, tag "Get REAL FRF" and attach pictures; provide quotes received from student and volunteer evaluations; tag organizations involved.