

HANDLING YOUR MONEY

Preparing to Facilitate

Introduction	<p>Materials and Equipment</p> <ul style="list-style-type: none"> • Name tags • Flip chart paper • Markers in different colors, • Masking tape • DVD Player • Video • Discussion Questions • Community Voices materials for long version • Participant Handouts • Finances-related Resources <p>Participant Handouts</p> <ul style="list-style-type: none"> • Banks vs. Credit Unions A & B • “Checking vs. Savings Accounts” handouts • Filling out a Check “cheat sheet” • Money Order • Contact sheet of local/area financial institutions with bilingual banking counselors • Bilingual list of “FINANCIAL TERMS” • (Optional) Financial Goal sheet
Ice-Breaker- Goal Setting	
Transition	
Video Segment One	
View Segment One—Basic Differences between Banks vs. Credit Unions and Checking vs. Savings Accounts	
Discussion	
Video Segment Two	
View Segment Two—Basic Requirements to Open a Savings and/or Checking Account	
Discussion	
Video Segment Three	
View Segment Three—Credit and Bill Paying—How to Write Checks and Money Orders	
Discussion	
Conclusion and Follow-up	
Video Running Time = 22:33 Total Session Time = 1 hour 20 minutes	

Facilitator’s Note: If possible, this discussion may be greatly enhanced by the presence of an “expert” guest. For finances, this could include: banking counselor, loan officer, financial planner, a credit union employee, or a community financial educator.

Introduction

5 Minutes

Begin the session by introducing yourself and your position. Explain that you will be facilitating today's session, and give participants an idea of expected session length.

We suggest that you may want to begin with a quick introduction that highlights discussion goals/objectives and what may be learned from the video and discussion.

This brief introduction could highlight:

- How the video/discussion will help participants and their families connect with and access local banks and credit unions.
- How the banking service works, basic differences between a bank and a credit union, and overcome possible fears that could keep you from using banks and/or credit unions.
- How to open a bank or credit union account, what the requirements are, for both documented and undocumented individuals, and what Spanish services may be available.
- The benefits of using the financial institutions and leverage your money to establish credit which could allow you to obtain loans.

Ice-breaker—goal setting

10 Minutes

Ice breaker

Ask participants to think for a few minutes about the reasons why they immigrated into the United States. Challenge each participant to identify the top two or three personal goals for a better life in the U.S. The facilitator may write down some of the responses on flipchart paper or white board. Then, ask participants to identify which are long- term goals and which are short- term goals. Try to elicit as specific and varied responses as possible.

Facilitator's Note:

Some Spanish-speakers may feel a bit shy during the ice-breaking activity. The facilitator may want to illustrate a personal goal and relate the goals with financial matters.

Facilitator's Tips:

- Keeping a visual log helps visually reinforce connection between personal and financial goals.
-

Transition

5 Minutes

After participants complete the brainstorming session on personal goals, have participants relate these goals to concrete financial goals. For instance, if an adult wants to be able to purchase a home, a savings account and establishing credit would help accomplish this. Make a note if participants are of corresponding other goals and/or opportunities, which can be explored later.

Video

Beginning of video to 7:43 Minutes (stop video right after Sandra Sanchez says, “...or you will be charged expensive fees and your credit history could be damaged.”)

Segment One

Basic Differences between Banks vs. Credit Unions and Checking vs. Savings Accounts

Discussion—suggested questions to ask participants

8 Minutes

1. What is the FDIC and what is its function in the banking industry? Through which company do the credit unions insure the money of its clients? Why do the banks and credit unions insure the money of its clients?
2. What are the basic differences between a bank and a credit union? What are the basic differences between checking and savings accounts? Which account, checking and savings, generates interest?
3. Could you mention a couple of basic differences between a check and a money order? Why is it important to keep a record and to track your money when you make payments using your banking institution tools? What can happen if you don't have a record of your payment?

Facilitator's Tips:

- Participants could discuss all the different ways there are to pay bills—such as cash, money orders, cashier's checks, etc. and the pros and cons of each. Remind participants to always save receipts for at least 2 years.
 - After the discussion, distribute handouts “Banks vs. Credit Unions” and “Checking vs. Savings Accounts.”
 - This is a good time to present the Filling Out a Check/Money Order “cheat sheet” and blank checks for practice filling in the appropriate information.
 - Provide a sample “bill” to each participant and ask them to write a “check” to pay the bill to give them real-life practice.
-

Facilitator's Note:

Keep in mind the literacy and limited banking knowledge of participants, use simple phrases, offer examples and clues as well.

Video

7:43 Minutes (begins when narrator says: “**Banks and credit unions vary...**” and stop video after narrator ends the statement that begins with “**You should ask your employer ...**”)

Segment Two

Basic Requirements to Open a Savings and/or Checking Account

Discussion—suggested questions to ask participants

8 Minutes

1. What are some of the basic requirements to open an account in a bank and/or credit union? If I am undocumented, can I open an account in a bank or credit union using my ITIN? Is there a difference between opening a savings account and a checking account? If I do not speak English, does the bank or credit union offer bilingual banking counselors?
2. If I want to send money to my relatives back home, which services are more economical, money orders or electronic wire transfers? Who can help me to find out about all the features of my savings and/or checking account? What are all the different money transfer services available to me in my community?
3. How do I sign up for direct deposit? Is there a fee involved in signing? What are possible benefits to electronic deposit—answers could include reduced risk for lost checks, not having to pay a fee for check cashing, instant access to money, etc. Would anyone like to share a good or bad personal experience with a banking institution? What was the problem and how it was solved? Would you recommend other participants to open a banking account with a bank and/or credit union?

Facilitator’s Note:

There may be restrictions placed on undocumented immigrants and “non-resident aliens” regarding opening an interest-bearing account—savings or checking. Some banks or credit unions may not accept the ITIN as a form of required documentation for opening an account. Stress the importance of finding out these details before going in to an institution to open an account. Discuss that banks/credit unions are NOT required to report undocumented immigration status but NEVER use a false ID or social security number to open an account.

Facilitator’s Tips:

- Invite open discussion using the questions as a guide.
 - Distribute the blank check for practice writing
 - Distribute sample of money order and review with participant.
 - You may also distribute the local banking institution contact list at this time, making sure it contains the name of the bilingual counselors available at the site.
-

Video

14:50 Minutes (Begin with narrator saying, “*Credit can improve your life...*” Then go to 20:54 when Luis Valdez’s concludes the video with the following phrase: “...**success in the north.**”)

Segment Three

What is “credit” and why is it important in the U.S.

Discussion—suggested questions to ask participants

8 Minutes

1. Why is having a good personal credit record important? Can you name a few personal tasks that could help increase my credit record? What is the relationship between credit record and interest rate on a loan? Did you know that your credit affects your interest rate on a loan—i.e. the better credit you have, the lower the interest rate.
2. What is non-traditional credit? What are some other ways you can establish credit? (examples: rent, utility payments, etc.) What about NOT having bills in your name—does that help you establish credit? (no!)
3. What are the most important fields of information required while writing a check and/or money order? Why is it important to keep record of my payments? Do you have access to internet in home? If so, does my bank offers online banking? Who can help me find out more about this information? What can happen if you write a check for more money than you have in your account?

Facilitator’s Tips:

- Allow participants to share questions that the video raised in their minds that need further discussion.
 - Provide the credit tips handout at this time and briefly go through it with participants.
 - This could be a good time to encourage participants to speak with ‘expert’ guest, and ask more personal and detail questions.
 - This is a good time to present the Filling Out a Check/Money Order “cheat sheet” and blank checks for practice filling in the appropriate information.
 - Provide a sample” bill” to each participant and ask them to write a “check” to pay the bill to give them real-life practice.
-

Conclusion & Follow-up

8 Minutes

During the last few minutes, facilitators may wish to refer back to the opening exercise, where participants link their life/career goals to financial objectives. Participants may close the session by discussing:

1. What are the connections between achieving goals for myself and my family and using a bank or a credit union? Did what I learned today help to overcome some of my fears/misunderstandings about using a bank or credit union?
2. What have I learned today (local banks/credit unions with bilingual counselors—that banking is safe and achievable, etc.) that might help me achieve my goals?
3. Are there new goals that I might consider after today’s discussion, for either myself or my child(ren) that using a bank/credit union might help me achieve?

Facilitator’s Tips:

- Distribute the Setting Financial Goals Worksheet. They can take the worksheet home to practice with family members.
-