

HOSTING SOUTHPOINT BUDGET CITY



Are you interested in bringing the SouthPoint Budget City's program to your school or organization, located in one of the 23 counties we serve in Minnesota? We make it look easy, but a lot of details go into making it happen. Here's what you need to know about hosting a SouthPoint Budget City event.

HOSTING EXPECTATIONS

When an organization or school is selected to host SouthPoint Budget City event, here are the expectations of what each agency will provide.

HOSTING ORGANIZATION or SCHOOL

- Facilities (location/room, tables, chairs) to hold the event (gymnasiums are the ideal location)
- Teen/Young adult participants (Group size: 25 minimum – 150 maximum)
- 5-8 volunteers (for larger groups, more volunteers will be required)

SOUTHPOINT BUDGET CITY

- Program supplies & printed materials. *A letter will be provided to the school/organization to give to the students a few weeks prior to the event*
- Program delivery team (paid facilitators, coaches, workers)
- Up to 5 event staff
- Savings account incentive

TIME COMMITMENT

The SouthPoint Budget City Event is a comprehensive flow that takes 1.5-2 hours from start to finish. Smaller groups (25-40) can complete the activity in 1.5 hours, while larger groups (40+) may take up to 2 1/2 hours.

THE ROLE OF THE HOST COORDINATOR

When you submit a request to schedule a SouthPoint Budget City event with SouthPoint Financial Credit Union, we will communicate all planning details with you unless you assign another individual at your organization as the contact. *The term Host Coordinator refers to the contact person at your organization.*

SCHEDULING THE EVENT

Once SouthPoint Financial Credit Union approves your request for a SouthPoint Budget City event, we will work with the Host Coordinator to confirm a date for the Event that works with our team and your organization's availability.

MAKING FACILITY ARRANGEMENTS

The Host Coordinator will make sure arrangements are made for the event facilities:

- Reserve the location/room
- Arrange for setup of tables & chairs (A setup diagram will be provided)
- Arrange for PA system
- Adequate room for students/participants to move to the stations
- Adequate tables and chairs for each student/participants

RECRUITING PARTICIPANTS

The Host Coordinator will work to ensure maximum attendance of teen participants at the SouthPoint Budget City event:

- Schools – Arrange for participating students to be released from other classes to attend the entire SouthPoint event
- If attendance is not mandatory, provide incentive(s) for youth to attend
- Promote event and send reminders leading up to the event

GETTING VOLUNTEERS

The Host Coordinator will recruit 5-8 volunteers to play the roles of Budget City "merchants". The Host Coordinator will provide SouthPoint the names and email addresses two weeks prior to the event.

- SouthPoint will provide a short training video
- Ask colleagues, friends, community leaders, parents, Booster Club, PTA, etc.
- Please avoid other financial professionals to participate as volunteers.

Working together, we can put on a fantastic SouthPoint Budget City event for your students!

Visit www.southpointfinancial.com/financial-education/financial-wellness-mad-city-money/ to submit an Event Request.