

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 30 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 successful SouthPoint Budget City event.

HOSTING RESPONSIBILITIES

When a school or organization is selected to host a SouthPoint Budget City event, the following outlines the roles and responsibilities expected from each partnering group.

- **Facilities:** Provide a suitable location with tables, chairs and PA system/microphone to accommodate the event. Gymnasiums are preferred for optimal space and setup.
- **Student Participation:** Ensure a group size between 40 and 200 teen participants.
- **Volunteer Support:** Based on the number of students attending, the host school or organization is responsible for supplying 6 to 18 volunteers. The exact number will be confirmed when the event is scheduled.
- **Student Engagement & Accountability:** Monitor student involvement throughout the event by:
 - Encouraging respectful and active participation.
 - Addressing disengagement when necessary.
 - Supporting a positive learning environment where students contribute meaningfully to both individual and group success.

Suggestions for reinforcing student accountability are provided below.

SOUTHPOINT FINANCIAL CREDIT UNION RESPONSIBILITIES

SouthPoint will provide the following resources and support for the SouthPoint Budget City event:

- **Program Materials:** Includes clipboards, pencils, calculators, and all necessary printed documents.
- **Staffing Support:** Up to 10 credit union staff members will be available to assist, with the exact number determined by student participation levels.
- **Student Incentives:** A savings account opportunity will be offered as part of the event's engagement strategy.
- **Interactive Learning Activity:** A digital budgeting game will be conducted, with prizes awarded to students demonstrating top financial knowledge. Participants will need access to Chromebooks or mobile devices to take part.

TIME COMMITMENT

We ask for a total of 3 hours allocated for the SouthPoint Budget City event, which includes set-up, simulation, and take-down. The simulation itself takes approximately 2 hours to complete. SouthPoint staff and community volunteers will arrive 45 minutes prior to the event to finalize preparations. Please ensure that tables, chairs, and the PA system are fully set up before our arrival.

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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.

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. After date has been agreed on, you will receive a calendar email invite along with a separate email that will include event details.

MAKING FACILITY ARRANGEMENTS

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

- Reserve the gymnasium.
- Arrange for setup of tables & chairs or bleachers prior to SouthPoint staff and community volunteers arriving (a setup diagram will be provided).
- Arrange for PA system.
- Adequate room for participants to move throughout SouthPoint Budget City.
- Adequate tables and chairs or bleachers for each participant.

STUDENT ACCOUNTABILITY

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

- Distribute the SPBC parent/guardian communication letter at least one week prior to the event to promote student attendance and engagement.
- Strengthen student participation through (suggestions):
 - Offering academic credit for completing the budget worksheet.
 - Assigning a reflection paper to help students process their experience at the SPBC event.
 - Organizing a follow-up conversation between students and their teacher or advisor to discuss key takeaways.

Experience shows that when schools hold students accountable, student turnout at events often improves.

RECRUITING VOLUNTEERS

The Host Coordinator will recruit 6 - 18 volunteers to play the roles of Budget City "merchants". The Host Coordinator will provide SouthPoint the volunteer form that includes names and contact information two weeks prior to the event.

- SouthPoint will communicate with the volunteers event details and a short training video
- Suggested volunteers may include but are not limited to; teaching staff, retired teachers, local business members, and parents/guardians. ***We kindly ask that financial professionals from other organizations refrain from volunteering for this activity.***

WORKING TOGETHER, WE CAN PUT ON A FANTASTIC SOUTHPOINT BUDGET CITY EVENT FOR YOUR STUDENTS!