



Teacher / Student Check List for the Arkansas Personal Finance Challenge

Preparing for the Arkansas Personal Finance Challenge will be easy if you can check off the following tasks as completed.

Inform participating students of all dates associated with the online, state and national competitions. Knowing these dates will allow students to determine if they will be able to participate on the given dates if their team advances in the competition.

Online Qualifying Round

Teachers/Advisors

- Recruit or organize teams to participate in the on-line challenge.
- Determine the number of teams and participants that you will register.
- Designate the 3 hour block of time for each team to compete on-line.
- Register your teams online at www.financechallenge.org for the Arkansas Personal Finance Challenge.

Preparing your team(s)

- Align your school's adopted resource materials and curriculum for the categories: Income and Money Management; Spending and Credit; Saving and Investing; the Federal Reserve System - checking for areas for which you will need to find support resources.
- Review the list of suggested websites having personal finance lesson plans and/or support resources in order to identify those you will want to integrate into your existing curriculum.
- Schedule a variety of guest speakers whose presentations will help students see the relevancy of the personal finance concepts to everyday life in their community.
- Host practice sessions.
- Inform your students and their parents of the date and time for the on-line competition insuring all team members will be present to compete within the required three-hour time frame for each team.
- Review the rules and ethical considerations for competition.

Responsibilities of Students

- Study the personal finance competencies to prepare for the online competition.
- Participate in practice sessions.
- Reserve the *date and time* for the online competition. Stress the three hour block time frame for each team member.

State Finals

Teachers/Advisors

Once your team(s) qualify for the state competition:

- Inform students, administrators, parents and other faculty of the date and location for the state competition.
- Make transportation arrangements to attend the state competition well in advance.
- Gain written parental approval for each team member who will be traveling with you.
- Above all, encourage the students to work to sharpen their personal finance knowledge through group meetings, quizzing each other, using the multiple on-line resources. Let them share their different learning styles and strategies for preparing for such an event.

Team Members

Once your team earns a position at the state competition:

- Regroup your team and focus your training for the state competition.
- Determine the competencies where the team needs to strengthen their knowledge and discuss this with the coach for assistance.
- Familiarize each team member with the rules and procedures for the state competition.
- Discuss the ethics and integrity your team will practice in this competition.
- Gain written parental approval to participate and to travel with the school team.
- Make arrangements with other teachers to make-up assignments missed on the date of the competition.
- Treat others preparing for the competition and others participating in the state competition with respect at all times.

National Competition

Once your team earns a position at the national competition:

- Your state Personal Finance Challenge coordinator will provide documents and forms needed for your team to participate in the national competition.
- Inform students, administrators, parents and other faculty of the date and location for the national competition.
- Obtain written parental permission to participate and to travel with the school team to the national competition.
- Travel arrangements will be made by the state coordinator.

At all levels - relax and have fun!