

DCRAC

The Money School

Faculty Handbook

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November 1, 2019

Welcome!

On behalf of DCRAC, thank you for volunteering your time and expertise to aid in our mission to ensure equitable treatment and equal access to credit and capital through Education, Outreach, Advocacy, and Legislation. We couldn't continue the great work of The Money School without volunteers like you!

We appreciate your time and expertise and we are delighted to have you on this journey with us.

“Money isn’t everything, Understanding it is.” – The Money School Policies, Responsibilities & Expectations

Summary of Policy: The Money School is a public service, providing financial education to Delawareans in a hassle-free environment. Classes are open to everyone, regardless of where they live. In order to offer objective, effective educational sessions, **specific products & services may not be promoted. Money School instructors may not use classes as a means of soliciting clients, building a book of business or for marketing purposes of any kind.**

Instructors: It is required that prospective Money School instructors have a minimum of 2 years professional experience in the subject(s) they plan to teach and provide documentation of their licenses, credentials, education, and experience. In addition, Money School instructors are required to pay an annual non-refundable fee of \$75 to the Delaware Community Reinvestment Action Council (DCRAC) to cover administrative fees, such as marketing, registration, and data input; this fee must be received prior to scheduling classes. Please contact Rashmi Rangan at rrangan@dcrac.org if you need to request a fee waiver.

Curriculum: Instructors must submit for approval, a complete curriculum and set of materials for each class they teach with the Money School office, *before* that class can be scheduled. A complete curriculum includes an overview, description of the target audience, objectives, concepts, class content and method of evaluation. See the forms section of this handbook for a Sample Curriculum form which may be copied and completed.

Class Locations: Instructors are responsible for arranging class sites & for paying any room rental fees. Instructors must secure locations *prior* to submitting class scheduling form. The Money School will not publicize a class unless the site is confirmed; “to be announced” sites are not acceptable.

*We strongly discourage holding classes in private offices. Occasionally, there are too many classes to be printed in the brochure. When this is the case, the Money School reserves the right to print only the classes being held in public buildings or neutral sites.

Marketing Money School Classes: Money School classes are publicized on our website, Social Media, local library fliers, and word of mouth. You are welcome and encouraged to market your classes also. Also, self-marketed ads should include, "Brought to you by The Money School, a program of DCRAC"

Fees: All classes shall be offered free of charge. Instructors shall be responsible for any costs incurred when holding classes, including rental fees. Instructors may provide refreshments (if approved by location) and materials, if they choose, at their own cost.

Class Materials: Instructors are encouraged to provide students with free educational materials for all classes. It is permissible to give out business cards. **Forms offering free financial analysis may not be included in class handouts.** Presenter-specific solicitation materials are NOT education materials; they may only be given to participants who specifically request them.

Evaluations: The Money School reserves the right to monitor classes with formal and informal methods to ensure that all policies and procedures are followed. The Money School relies on student and instructor feedback to monitor and improve our programs. An automatic email is sent to all students who have email addresses on the morning following each class.

If you do your own session evaluation, let the students complete the forms anonymously and without having to hand you the forms. Do not ask students to sign evaluations. Allow them to mail the form or turn it in when you are out of the room so the procedure is non-threatening and objective. ***You may not use the forms to collect student contact information of any kind or to build a book of business.***

Attendance: Please have all students complete the sign-in sheet. Include, name, email, and/or telephone number. Send completed sign in to jlilly@dcrac.org.

Instructions for Class Scheduling, Registration and Cancellation

To Schedule a Money School Class:

- Submit curriculum form via fax to 1-866-718-8236 email to jlilly@dcrac.org or by mail to 600 S. Harrison Street, Wilmington, DE 19805
- Submit a class scheduling information form for each new session you wish to schedule, before the deadline. Information can be sent via email to jlilly@dcrac.org. See below for deadlines. See forms page for scheduling template.
- Any approved class title can be scheduled using your admin log in and password.
- Class location must be approved by site prior to scheduling class

Class Scheduling Deadlines:

- **Term 1 Deadline:** June 15 **Months Covered:** December-February
- **Term 2 Deadline:** September 15 **Months Covered:** March-May
- **Term 3 Deadline:** December 15 **Months Covered:** June-August
- **Term 4 Deadline:** March 14 **Months Covered:** September-November

NOTE: To catch up to this schedule, we are now requesting that you schedule your classes through August 2020

Class Administration Tips:

- You may wish to post a sign with the class title and your name. See the forms page for a sign you can copy.
- Arrive at least 15 minutes before the class time to greet early arrivals & set up the room.
- Introduce yourself to the library staff & request that they announce the class to the patrons that may be interested.
- Introduce yourself & briefly explain the Money School program.
- Share the agenda & objectives with your class.
- Present the information in a general way, unbiased toward any specific product or service.
- Be prepared & cover the material listed in the class description.
- Use visuals, activities, and student participation, where possible, to avoid a total lecture approach.
- Leave time for questions & discussions.
- Take attendance and complete the attendance form online within 3 calendar days.
- It is the instructors responsibility to return the room to its pre-class condition.

Class Registration: Registration is open to all students regardless of their residency status. Money School students may register for classes twenty-four hours a day, seven days a week, on our website (www.moneyschool.org) or by calling our toll-free registration number 1-877-307-6858.

- If you market your own classes, you must use our registration services and phone number in your marketing: www.moneyschool.org and 1-877-307-6858. Enrollment data is critical to DCRAC funding.
- All students must be registered on the Money School registration site.
- DCRAC does not permit “third party registrations” If students do not register with DCRAC, we are unable to maintain the attendance & demographic data that our donors require.
- If you register students yourself, please add their names and complete contact information to the online database and class roster by formally registering each student at least 48-hours prior to the class.
- Although students are asked to pre-register, instructors should be aware that “walk-ins” occur.
- For instructors’ convenience, registration closes at midnight on the weekday prior to the class, so it’s possible to print a complete roster the morning before the class.

Cancelling a Class: Classes may only be canceled in the event of an emergency and never because of low enrollment. **In other words, class must be held even when the enrollment is low or zero. Canceling classes can lead to your dismissal.**

In the event of needing to cancel a class because of an emergency or inclement weather, please notify the library, DCRAC office & students as soon as possible.

Emergency Class Cancellation Procedure:

Instructor must:

- Call The Money School office at 302-298-3254 as soon as possible. If weekend or evening hours call Jasmine Lilly's cell at 302-415-1601.
- Call and Email each registered student as soon as you know the class must be canceled.
- Call the site and ask if you can fax or email a cancellation sign for them to post.

Notes: Do not use email alone to notify students of cancellations. The office may be unable to call students for you due to limited staffing. Canceled classes may not be rescheduled until the following term.

Inclement Weather Cancellation Procedure:

Instructor Must:

- Call the Money School office at 302-298-3254. If weekend or evening hours contact Jasmine Lilly cell at 302-415-1601.
- Call and Email each registered student.

Notes: Please be advised that DCRAC reserves the right to terminate any instructor who cancels classes without notifying DCRAC prior to class time.

What to do if there are No Pre-Registrations: In the event that no one pre-registers for your class, we request that you go to the site anyway for at least 15 minutes as walk-in students may attend. After that time, please post a sign that the class has been cancelled due to lack of attendance and tell a site employee when and why you are leaving.

Accessing the Instructor Admin Site

www.moneyschool.org/admin.cfm

Username _____

Password _____

To Edit Your Contact Information or Customize Your Password

1. Go to www.moneyschool.org/admin.cfm and use your username and password to log in
2. Click on “Manage my Profile”
3. Edit your contact information and/or change your password
4. When you are done, select “Save” to save changes

To Access a Class Roster

1. Go www.moneyschool.org/admin.cfm and use your username and password to log in
2. Click on “Manage Courses”
3. Click on the date of the roster you want to access

To Register a Student

1. Go to www.moneyschool.org/admin.cfm and use your username and password to log in
2. Click on “Register a Student”
3. Click on the title of the course you want to register the student for
4. Click on the title of the course that is next to the correct date
5. Type the students last name and select “Search”
6. If the student is listed, click on their name. You should see a confirmation that he/she is registered
7. If the student is NOT listed, click on “Add Student”
8. Add the students complete contact information and click “Add”
9. You will need to create a password for the student, the Username will be their email address

To Add a New Class of a Previously Approved Title

1. Go to www.moneyschool.org/admin.cfm and use your username and password to log in
2. Click on “Submit Course Detail”
3. Find the title of the course you would like to add and click “ Add a Detail”
4. Complete the details including time, date, location and seats available and click “Add”
5. New class will then be submitted for approval, and once approved will be added to the Money School schedule

* Submissions will be reviewed for approval daily at 4pm

To Complete Attendance Report

1. Go to www.moneyschool.org/admin.cfm and use your username and password to log in
2. Click on “Manage Courses”
3. Select the date of the course to edit
4. To add a walk-in student, enter their information and click “Add”
5. To confirm students that attended the class, check the box next to the student that says “Edit Status”

6. Change the drop down from “Registered” to “Completed” and click “Set New Status”
7. Once completed, check the box next to “I have Completed Attendance Report” and click “Agree”

You have now completed the attendance report!

The Money School Forms & Signs

Included Forms & Signs:

- Curriculum Form
- Sign in Sheet
- Class Canceled Sign
- Welcome Sign
- Survey
- Consent to Background Check

The Money School Course Curriculum Form

Class Title:

Instructor: _____

Source of Curriculum: _____

Overview of Class Content: This course will cover,

This course will be most beneficial to participants who:

Objectives: At the end of this class, the student will be able to:

Concepts to be covered:

Content: (Attach an annotated PowerPoint presentation, brochures, work books or handouts. An outline alone is not sufficient.)

How will you involve students in the class?

How will you evaluate if students understood the material?

DCRAC

Due to an Emergency

The Money School

(class title)

Scheduled for Today has Been
Cancelled

Please visit www.moneyschool.org for future scheduling. We
apologize for the inconvenience.

The logo for DCRAC, consisting of the letters "DCRAC" in a bold, white, sans-serif font, centered within a dark red rectangular background.

Welcome to The Money School

(class title)

(instructor)

“Money Isn’t Everything, Understanding it is”

Visit www.moneyschool.org for Class Schedule

Confidential Background Check Authorization

I, _____ understand and acknowledge that the DCRAC may require criminal and/or credit history and/or other background information to verify my application/resume and to evaluate my suitability for volunteering. In addition to other sources, DCRAC may request some or all of this information from a Consumer Reporting Agency. By my signature below, I give written authorization to the DCRAC to obtain this consumer report.

Signature: _____

Date: _____