

## OUTLINE: Personal Financial Management • Ziplock & Pizza BUDGETING Workshop

1. Beginning of Week 1
  - a. 6:00 – 6:30 Light meal for children and parents. Hand out material and explain the program
  - b. 6:30 Children ushered to their separate economic literacy program
  - c. Introduction to the program
    - i. Presenter background and credentials
    - ii. Sponsoring organization
    - iii. Participants introduce themselves and state why they're attending. Record their comments
  - d. Overview of the workshop using syllabus
  - e. Hand out expandable "*Budget Organizer*" pencils and calculators and explain its use
  - f. PowerPoint presentation to underscore the relevance of budgeting
    - i. Transition taking place in responsibility for retirement planning
      1. From Family to Institutions to Self
      2. Retirement: dream vs nightmare
    - ii. Life's stages: Financial vs Biological cycles
      1. Outcome #1: Old and Broke
      2. Outcome #2: Old with TOO much money
      3. Outcome #3: Just enough money to do all you want
    - iii. Balance required between Requirements and Resources
    - iv. Three guiding principles
      1. Foundation
      2. Connectivity
      3. Quality
    - v. Purposeful management of the four financial resources over entire life
      1. Wages
      2. Pension
      3. Social Security
      4. Savings
    - vi. Explain *Financial Lifestyle Check-Up<sup>SM</sup> (FLC<sup>SM</sup>)* report, and have *FLC<sup>SM</sup> Form* completed
    - vii. Jot down on State-Of-Mind card 3-5 words that come to mind and slip into SOM envelope
  - g. Explain use of zip-lock bags to collect pay stubs and receipts for the week
  - h. Have the children join their parents and start leaving at 8:30 pm
2. WEEK 2 -- Document week #1 Spending
  - a. 6:00 – 6:30 Answer general questions. Light meal for children and parents.
  - b. 6:30 Children ushered to their program
  - c. Hand out each person's *Financial Check-Up<sup>SM</sup> Report* and explain each column.
  - d. Jot down on State-Of-Mind card 3-5 words that come to mind and slip into SOM envelope
  - e. 7:00 Hand out *Spending Diary* and explain how to use.
  - f. Allow time for everyone to empty Ziplock and record prior week's income and spending details

OUTLINE: Personal Financial Management (PFM-101) • Ziplock & Pizza Budgeting Workshop

- g. Make copy of the *Diary* and give to participant. Put original in envelope and hold for next week
  - h. Have participants place zip-lock contents into week #1 envelope and put into organizer
  - i. Jot down on State-Of-Mind card 3-5 words that come to mind and slip into SOM envelope
  - j. Have the children join their parents and start leaving at 8:30 pm
3. WEEK 3 -- Document week #2 Spending
- a. 6:00 – 6:30 Answer general questions. Light meal for children and parents.
  - b. 6:30 Children ushered to their program
  - c. Answer questions while handing out *Spending Diary*
  - d. Allow time for everyone to empty Ziplock and record prior week's income and spending details
  - e. Make copy of the *Diary* for participant. Put original in envelope and hold for next week
  - f. Have participants place zip-lock contents into week #2 envelope and put into *Organizer*
  - g. Jot down on State-Of-Mind card 3-5 words that come to mind and slip into SOM envelope
  - h. 7:15 Presentation - Investment Planning
  - i. Have the children join their parents and start leaving at 8:30pm
4. WEEK 4 – Document week #3 Spending
- a. 6:00 – 6:30 Answer general questions. Light meal for children and parents.
  - b. 6:30 Children ushered to their program
  - c. Answer questions while handing out *Spending Diary*
  - d. Allow time for everyone to empty Ziplock and record prior week's income and spending details
  - e. Make copy of the *Diary* for participant. Put original in envelope and hold for next week
  - f. Have participants place zip-lock contents into week #3 envelope and put into *Organizer*
  - g. Jot down on State-Of-Mind card 3-5 words that come to mind and slip into SOM envelope
  - h. 7:15 Presentation B - Estate Planning
  - i. Have the children join their parents and start leaving at 8:30 pm
5. WEEK 5 – Document week #4 Spending; Categorize spending; **Build next 4 weeks' budget**
- a. 6:00 – 6:30 Answer general questions. Light meal for children and parents.
  - b. 6:30 Children ushered to their program
  - c. Answer questions while handing out *Spending Diary*
  - d. Allow time for everyone to empty Ziplock and record prior week's income and spending details
  - e. Make copy of the *Spending Diary* for the file and give original to participant
  - f. Have participants place zip-lock contents into week #4 envelope and put into organizer
  - g. —aaaA:45 Hand out *Categorizing Form* to analyze prior 4 weeks' spending into Fixed-Variable-Optional
  - h. Jot down on State-Of-Mind card 3-5 words that come to mind and slip into SOM envelope
  - i. 7:15 Hand out and explain weekly *Budget Form* for weeks 5,6,7 and 8
  - j. Allow time to build next 4 weeks' budget.
  - k. Copy the *Budget Form* for participant. Put original in envelope and hold for next week
  - l. Jot down on State-Of-Mind card 3-5 words that come to mind and slip into SOM envelope
  - m. Have the children join their parents and start leaving at 8:30 pm

6. WEEK 6 – Document week #5 Spending
  - a. 6:00 – 6:30 Answer general questions. Light meal for children and parents.
  - b. 6:30 Children ushered to their program
  - c. Answer questions while handing out *Budget Form*
  - d. Allow time for everyone to record prior week's income and review actual spending vs target
  - e. Have participants modify targets on their *Budget Form* if necessary, for following week
  - f. Copy *Budget Form* for participant. Put original in envelope and hold for next week
  - g. Have participants place zip-lock contents into week #5 envelope and put into *Organizer*
  - h. Jot down on State-Of-Mind card 3-5 words that come to mind and slip into SOM envelope
  - i. 7:15 Presentation C – College Costs Planning
  - j. Have the children join their parents and start leaving at 8:30 pm
7. WEEK 7 – Document week #6 Spending
  - a. 6:00 – 6:30 Answer general questions. Light meal for children and parents.
  - b. 6:30 Children ushered to their program
  - c. Answer 1—questions while handing out *Budget Form*
  - d. Allow time for everyone to record prior week's income and review actual spending vs target
  - e. Have participants modify targets on their *Budget Form* if necessary, for following week
  - f. Copy *Budget Form* for participant. Put original in envelope and hold for next week
  - g. Have participants place zip-lock contents into week #6 envelope and put into *Organizer*
  - h. Jot down on State-Of-Mind card 3-5 words that come to mind and slip into SOM envelope
  - i. Hand out copy of *FLC<sup>SM</sup> Form* to make input changes to their *Financial Lifestyle Check-Up<sup>SM</sup>*
  - j. 7:15 Presentation D – Home ownership, debt management
  - k. Have the children join their parents and start leaving at 8:30 pm
8. WEEK 8 – Document week #7 Spending
  - a. 6:00 – 6:30 Answer general questions. Light meal for children and parents.
  - b. 6:30 Children ushered to their program
  - c. Answer questions while handing out *Budget Form*
  - d. Allow time for everyone to record prior week's income and review actual spending vs target
  - e. Have participants modify targets on their *Budget Form* if necessary, for following week
  - f. Copy *Budget Form* for file and give participant the original
  - g. Have participants place zip-lock contents into week #7 envelope and put into *Organizer*
  - h. Hand out revised *Financial Lifestyle Check-Up<sup>SM</sup>* report
  - i. Jot down on State-Of-Mind card 3-5 words that come to mind and slip into SOM envelope
  - j. 7:15 Presentation E – Retirement, Social Security, Medicare, Medicaid, LTC
  - k. Have the children join their parents in the conference room to receive completion certificates
  - l. Ask for comments regarding the workshop and hand out an evaluation survey
  - m. Have some type of a token gift for the adults and for the children
  - n. Consider having a raffle of cash or prizes donated by presenters
  - o. All start leaving at 8:30 pm