

VOLUNTEER INSTRUCTIONS



Thank you for participating in Test Drive...Next Stop Reality! Your job as a volunteer will be to guide students through making purchases while they create a monthly “adult” budget.

Students are approximately 25 years old, have chosen an occupation, and have determined their net monthly income. They may be single, single with a child, married, or married with a child. These important life details should be displayed on their name tags. If not, the front page of their Student Status Packets will list this information. Their life status will be a factor in what they will need to purchase from your station.

Check Point

This station is a pivotal point for each student's success at *Test Drive...Next Stop Reality*. This will be their first stop after making important primary decisions about savings, investments, housing, transportation, student loans, and child care. ***It is vital to each student's continued success at the event that you confirm they are recording their spending in their Transaction Register properly, and that the calculations have been done correctly.*** Students may also decide to visit Check Point if they need extra advice and assistance at any point during the event.

Required Visit: *Welcome students to your table and ask to see their Student Status Packet and Road Map.*

Step One: Review page 1 of each student's Road Map to confirm that they have visited stations 1-5.

- Stations 1-5 must be completed before students make their required Check Point visit. You can tell which stations have been visited by whether or not there is a stamp in the box to the right of the station. If any of the first 5 stations have been skipped, inform the student that they must go back to that station and make their purchase before continuing on with the remaining stations.

Step Two: Verify that the running balance is correct based on what they have entered in the Transaction Register.

- They should be calculating their balance after each purchase, before they leave that station.
- During a student's visit to Check Point, it is important that you ensure they understand how to correctly use the Transaction Register to track their spending and that they have made their calculations correctly.
- If a running balance has not been kept in the Transaction Register or if their calculations are completely off, help the student get back on track.

Step Three: Offer advice if necessary.

- If you notice anything that concerns you about the student's spending decisions, feel free to question them about their choices and provide advice. However, while you are allowed to offer guidance, all decisions should be left up to them.



Special notes regarding *Housing*:

- Check to see if a student has kept their Housing purchase to no more than 35% of their net monthly income (beginning balance on their transaction register multiplied by .35). If they have spent more than that amount, recommend that they choose something within their budget (refer to the Master Price Guide at your station).
- Students who are single and renting have the option of living with a roommate. They will only need to pay half the cost of the rental price. This will also affect what they owe for Utilities (they will pay half). This choice will not change their rental insurance price.

Master Price Guide:

- Refer to the *Master Price Guide* at your station for a list of all pricing options available to the students at every station.

Acknowledge the visit to your station by placing a stamp in the right column of the Check Point section of their Road Map.

Optional Visit: *Students who are running into financial trouble may revisit Check Point for assistance.*

Step One: Look through the Road Map for patterns of overspending. Make suggestions about changing previous decisions to free up some income (i.e., different housing, vehicle, or technology choices). Use the *Master Price Guide* to help students find areas where they can reduce spending.

- A good place to start is with Housing:
 - Verify that their Housing purchase is 35% or less of their net monthly income.
 - If they are single, check to see if they are splitting their rent with a roommate.
 - Check Student Loans to see if they paid more than just the minimum due.

Step Two: Record Change of Mind Decisions

- When a student has decided to make a change of mind decision, review the options available with them and have them make the changes at your station using the *Master Price Guide*. Remember that changes in one category may affect purchases that they have made at other stations. For example, if a student decides to change their Transportation purchase but has already visited the Convenience Store and Auto Insurance stations, use the Master Price Guide to help the student make the needed adjustments to those expenditures. *The Master Price Guide groups stations with costs that are connected to each other within the same box.*
- Any change of mind decisions should be noted on page 5 of the Road Map.
- Guide the student through the thought process of making their choice(s), but it should be their final decision on what to spend.

***Check Point is located on page 2 of the Road Map ***

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