

VOLUNTEER INSTRUCTIONS



Thank you for participating in Test Drive...Next Stop Reality! This pivotal station will be the first one students attend upon entering the event. Your job as a volunteer is to hand out the appropriate materials to students as they enter the event.

Check In

Prior to the event, each participating school/class will have students select a college and career choice, which they will use to calculate their total monthly net income. Students will record this information on a Student Status Packet and bring it with them to the event. Some students may not have a completed packet due to being absent during class. Pre-filled Student Status Packets for various careers will be available at the Check In table. Students without a packet should select one that closely matches their career interest (*e.g., a student planning to go into Accounting may choose the Financial Analyst packet*).

Students will arrive at the event in groups throughout the day, with start times spaced approximately 20–25 minutes apart. A schedule of arrival times will be provided at your table. Groups will be welcomed at the door by an RCU Fin Ed team member, who will explain the event flow:

1. Check In
2. Five Stations in the Conference Center then Check Point
3. All other stations in any order
4. Check Out and Debrief Room (if applicable)

After this overview, students will proceed to your Check In table to pick up materials and complete name tags.

At your table:

- Welcome students to Test Drive.
- Instruct them to pick up a Road Map, a Name Tag, and a Pen.
- Remind them to complete their Name Tag and wear it before leaving your station. (Information for the Name Tag can be found on the front of the Student Status Packet.)
- Provide pre-filled packets to students who do not have one and guide them in selecting a career that aligns with their interests.
- Remind students to record their Total Net Monthly Income on Line 1 of the Transaction Register (page 2). This figure is located on Line D of page 1 in their packet.
- Confirm that each student has their Name Tag filled out and their Road Map labeled before entering the conference room.

Wish students good luck and remind them that volunteers are available to answer questions at any time.

Between groups:

- Refill supplies on the table (Road Maps, Name Tags, and Pens).
- Extra materials will be stored under the tables.

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