



Hosting Mad City Money

Are you interested in bringing the Center’s Mad City Money program to your school or organization, located in Southern California or Southern Nevada? We make it look easy, but a lot of details go into making it happen. Here’s what you need to know about hosting a Mad City Money event.

Organizations/Schools are selected to host a Mad City Money event based on their proximity to the CFE’s service area, date and funding availability, and the CFE’s outreach goals.

HOSTING EXPECTATIONS

The CFE’s Mad City Money program now utilizes a mobile app, accessed by participants on their personal smartphone or similar mobile device. A limited number of “loaner” tablets are made available for participants who may not have access to a personal device.

When an organization or school is selected to host Mad City Money, here are the expectations of what each agency will provide.

HOSTING ORGANIZATION or SCHOOL	<ul style="list-style-type: none">• Facilities (location/room, tables, chairs) to hold the event• Teen/Young adult Participants (<i>Group size: 40 minimum – 200 maximum</i>)• 5-8 volunteers (for 40-150 participants) / 10-12 volunteers (for 150-200 participants)
CENTER FOR FINANCIAL EMPOWERMENT (CFE)	<ul style="list-style-type: none">• Program supplies & printed materials• Program delivery team (paid facilitators, coaches, workers)• Up to 20 event staff
SPONSOR*	<ul style="list-style-type: none">• Event funding• Savings account incentive

** CFE will secure a sponsor before agreeing to facilitate a Mad City Money event.*

TIME COMMITMENT

The MCM Event is a comprehensive flow that takes 1.5-2 hours from start to finish. Smaller groups (40-100) can complete the activity in 1.5 hours, while larger groups (101-200) may take up to 2 hours. A 2-minute orientation video is provided for students/participants to watch before coming to the event.

THE ROLE OF THE HOST COORDINATOR

When you submit a request to schedule a Mad City Money event with CFE, we will communicate all planning details with you unless you assign another individual at your organization as the contact.

[The term **Host Coordinator** refers to the contact person at your organization.]

Scheduling the event	Once CFE approves your request for a MCM event, we will work with the Host Coordinator to confirm a date for the Event that works with our team and your organization's availability.
Signing the agreement	Once an event date has been confirmed the Host Coordinator will receive an agreement to sign and return, stating your understanding & acceptance of the hosting organization's responsibilities for the program. Upon receipt of the signed agreement, CFE will begin planning your event.
Making facilities arrangements	The Host Coordinator will make sure arrangements are made for the event facilities: <ul style="list-style-type: none">▪ Reserve the location/room▪ Arrange for setup of tables & chairs (<i>A setup diagram will be provided</i>)▪ Arrange for setup of Screen, projector, PA system
Recruiting participants	The Host Coordinator will work to ensure maximum attendance of teen participants at the MCM event: <ul style="list-style-type: none">▪ Schools – Arrange for participating students to be released from other classes to attend the entire MCM event▪ If attendance is not mandatory, provide incentive(s) for youth to attend▪ Promote event & take sign-ups, if necessary▪ Send reminders in the days before event
Getting volunteers	The Host Coordinator will recruit 8-10 volunteers to play the roles of Mad City "merchants" <ul style="list-style-type: none">▪ CFE will provide a URL link to an online sign up form▪ CFE will provide a short training video▪ Ask colleagues, friends, community leaders, parents, Booster Club, PTA, etc.

Working together, we can put on a fantastic Mad City Money event for your students!

Visit Center4FE.org to submit an Event Request.