



What You Need To Know About Hosting Mad City Money

Are you interested in bringing the Center’s Mad City Money program to your school or organization? 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.

HOSTING EXPECTATIONS

When an organization or school agrees 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: 50 minimum – 200 maximum</i>) 8-10 volunteers
CENTER FOR FINANCIAL EMPOWERMENT (CFE)	<ul style="list-style-type: none"> Program supplies & printed materials Program delivery team (paid facilitators, coaches, workers) 10-15 volunteers Snacks & water
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

Mad City Money consists of two parts:

Part 1:	Student Orientation	45 minutes	<i>Can be done on a separate date prior to the event (best option), OR it can be done immediately before starting the MCM Event</i>
Part 2:	MCM Event	3 hours	
Total Time Commitment		Approx. 4 hours	

The MCM Event is a comprehensive flow that takes a full 3 hours from start to finish. It cannot be broken up into multiple, shorter time frames or condensed into less time.

If your organization needs to incorporate a nutrition break, lunch, or other type of required break into the activity, you’ll need to increase the total time frame of the event accordingly.

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.