

EVENT COORDINATOR OVERVIEW AND RESPONSIBILITIES

The Reality Store[®] Program and this manual were developed for use with junior high age students because they are young enough to make adjustments in classes to follow their chosen career path, i.e.: chemistry and science for doctors or scientists and so forth. (Be sure to make arrangements with teachers and/or guidance counselors for follow up on this part.) The following is a brief overview of things to keep in mind when planning for The Reality Store[®]. Please remember that the income lists and the figures included in this manual are examples. They are based on a small to medium sized town in southern Indiana and will probably not reflect your area. They are intended as samples of how to use the forms. The expense figures included are based on the income listed so they can be used if necessary.

1. **Check over the career and income list first as it may not suit your particular area.** You need to check the types of careers available and the income possible in your area. The possible careers and income should be realistic, with no one being President or winning the lottery. *Remember that the concept is that the youths are 28 years of age, and this is the lifestyle they aspire to have at that age. Their decisions on housing, transportation, etc. will be based on that career, lifestyle and the number in the family.*
2. **Schedule a minimum 15 volunteers to staff The Reality Store[®].** These volunteers can be parents, local business people, retired teachers and/or interested people. Each volunteer does not need to work all day if enough volunteers can be obtained to assure coverage throughout the event. **Try to have local merchants and business people involved in the Store** (Realtor for housing, Grocer for groceries). Utilizing your local merchants and community members as volunteers will help with your manpower and increase your visibility in the community. You might also solicit donations from them to help defray costs. **A budget would be very helpful at this point.** You would be prepared when asked by the businesses why you need the money.
3. **Set aside a period of time for training the volunteers.** Volunteers generally feel more comfortable in staffing a booth if they have been provided with advance information about the concept and have time to read through the material outlining their responsibilities. A short training session could be arranged approximately ½ hour before the first students arrive. Sometimes it may be possible to hold a training session for the volunteers within the 2-week period preceding the event. If so, schedule a tentative date and time.
4. **Be sure that Classroom Preparation Activities numbered 1, 2 and 3 have been completed prior to the event.** Students should fill in the “Envision Your Life” sheet, write in the desired occupation and enter the monthly income amount in the checkbook register. A list of occupations with the respective monthly income is included in this manual. If a student desires an occupation that is not on the list, the teacher should use his/her best judgment in selecting an appropriate income amount or refer to other resources.

5. **Contact the news media to arrange for coverage for the event.** (*Remember –INFBPW and Indiana Women’s Education Foundation, Inc. has to be given credit for this trademarked and copyrighted program.*)
6. Be sure that sufficient tables (booths), a minimum of 15 to 20, are available for the event. There should be one table (booth) and at least one chair for each volunteer at each The Reality Store® station. Depending on the number of students attending the *Store*, more tables for several stations may be necessary. The banking, housing, and Transportation tables need at least 2 volunteers and/or tables (booths). The number of tables used at various *Stores* has ranged from 15 to 50. The tables should be arranged as shown in the diagram in this manual. If possible, provide a calculator and a few pencils for each table.
7. All students, both boys and girls, randomly draw to discover their marital status (married, single, widowed or divorced) and the number of children they will have. All must draw even though they say they are not going to have any children. Some *Stores* give the students no choice on marital status – all are married and have at least one child. This is one of the many areas where you will find there are several options. In *Life’s Unexpected* there is an unexpected pregnancy, if the boy draws this one, he must follow through on what is expected with a child.
8. *Life’s Unexpected* is our way of dealing with all those good and bad things that happen in our lives. The list contains such items as auto accident, broken refrigerator, home fire, inheritance, or a small lottery win. How you set this booth up is entirely up to you. One INFBPW local has a casino style wheel! *Life’s Unexpected* will occasionally send the students back to one or more of the booths (Bank, select a part-time job, child care, etc.)
9. Giveaways are nice but not necessary. Some groups give T-shirts, key chains, pens, calculators or goal kits. Usually these items are donated by local businesses. Don’t hesitate to take their advice concerning a selection of giveaway items. After all, they will be furnishing and/or paying for it.
10. Whether or not you give snacks to the students depends on several factors: time available, location, space, teachers’ desires and your budget. Many school gyms will not allow snacks and it can be distracting to other students going through the *Store*. Some *Stores* have a snack party later for the students that have money left at the end of the *Store*. If you give snacks, do it at the end when the students are filling out an evaluation of The Reality Store®.
11. **Providing snacks, drinks and/or lunch for The Reality Store® workers is a nice touch.** Soliciting these food items from local merchants is another way to get them involved and to give them free advertising, if you thank them in the local newspaper or on the radio.

Around the state, The Reality Stores® are set up differently due to different school schedules. Many schools incorporate the preparation for the *Store* into their classes, from how to

balance a check register to classes on gender equity. Many follow up with discussions or essays on what the students learned. Many INFBPW local organizations invite one of the students and their family to a meeting to discuss ways to improve the *Store*.

As you can see by the enclosed timeline, you should leave ample time for the preparation of this project. I would suggest a minimum of six months for the first *Store*, possibly longer. It requires a lot of planning, and you will need to know how much money you will have as plans are made. You will need to:

1. determine interest in the school, to set dates, places, etc. If you are affiliated with a school, you will still need to set the date and determine the location
2. contact your local businesses for volunteers and/or contributions
3. determine if your local school system has more than one junior high/middle school or if nearby school systems are interested. If so, consider doing a *free standing* or a cooperative The Reality Store®. In this type, the students are brought to a central location at different times of the day. This type of *Store* usually lasts all day and requires additional work to set up the schedule for specific times for each school. You may want to invite the parochial schools and the home taught as well.

Although, as you can see, this is not a small project, the rewards make it worthwhile. There are INFBPW members around the state to help with any questions and/or support necessary to have a successful The Reality Store®. If you would like help from INFBPW members, please contact the Executive Secretary for INFBPW at 1-765-345-9812 or at the address listed in the Introduction. In addition, *Stores* are currently being held across the state of Indiana. If you have an opportunity to attend one, it would be beneficial and you would be very welcome.

EVENT COORDINATOR CHECKLIST AND TIMELINE

8 MONTHS TO 1 YEAR PRIOR TO THE REALITY STORE® EVENT

- _____ 1. Select the date(s) for The Reality Store® as many school calendars are set a year in advance.
- _____ 2. Determine the location either in the school or a close location.
- _____ 3. Determine and confirm the time for the event. (when the first students arrive and the last students leave)
- _____ 4. Appoint members for the committee to plan the event. The committee should consist of:
 - _____ 1. Financial Coordinator
 - _____ 2. Volunteer Coordinator
 - _____ 3. Publicity Coordinator
 - _____ 4. Publication Coordinator
 - _____ 5. Food Coordinator

4 TO 6 MONTHS PRIOR TO THE EVENT

- _____ 1. Confirm the date and time for the event.
- _____ 2. Determine the total number of students participating. Schedule approximately 40 to 50 students every 35 to 45 minutes. (This number will determine the number of stations and volunteers that are required)

2 TO 3 MONTHS PRIOR TO THE EVENT

- _____ 1. Determine the arrival time for the volunteers. If the training is the morning of the event, have the volunteers arrive at least 30 minutes before the first students.
- _____ 2. Determine the lunch schedule for the school. This will help scheduling the volunteers that may be able to work only in the morning or the afternoon.
- _____ 3. Determine where the volunteers will park. In some cases, the school may reserve a special section for the volunteers.
- _____ 4. Determine where the volunteers should enter the building and how they will be directed to the event. (signs, students, school personnel, etc.) Remember that most schools are now locked with the exception of the door closest to the main office.
- _____ 5. Obtain a map of the school, parking lot, etc., that can be mailed or given to the volunteers.
- _____ 6. Confirm how lunch will be handled for the volunteers. (go through the regular lunch line, lunches brought to the volunteers, or the volunteers are on their own)
- _____ 7. Determine the number of tables and chairs that will be needed. 18 to 20 tables are needed to have one table for each station. If there are not enough volunteers, some of the stations can be combined. Each table needs at least one chair with two to three at the first two stations.

- _____ 8. Arrange for The Reality Store® nametags.
- _____ 9. **Discuss how school delays will be handled.** It is suggested that the event be canceled if school is delayed for any reason. If the school day is shortened due to a delay, it will not be possible for all students to complete the event. For this reason, be sure you have the **home and business phone numbers for the volunteers.**
- _____ 10. Confirm that all material for the booths is printed and available.
- _____ 11. Confirm that all necessary forms are filled out for the building with the name of the person that will pick up the keys, if applicable, and the time they will be picked up.

2 WEEKS TO 1 MONTH PRIOR TO THE EVENT

- _____ 1. Confirm volunteers and possible orientation with Volunteer Coordinator.
- _____ 2. Confirm the arrival time for volunteers.
- _____ 3. Confirm parking spaces available.
- _____ 4. Confirm lunch arrangements.
- _____ 5. Confirm that tables and chairs are available.
- _____ 6. Confirm that classes are doing the classroom activities.
- _____ 7. Confirm that the media is awareness with Publicity Coordinator.
- _____ 8. Confirm that there is a complete set of The Reality Store® materials with Publication Coordinator where applicable.
- At least one copy of volunteer Booth information sheet for each table
 - 2 to 3 sets of occupation and job information (taxes are included)
 - Price sheets for each station
 - Numbers to draw for the number of children (some use ping pong balls with numbers)
 - Numbers to draw for *Life's Unexpected* (some use ping pong balls with numbers)
 - Material for drawing marital status (some use ping pong balls with the words)
 - Extra checkbook register sheets
 - Evaluation forms
 - Calculators (if possible)
 - Sharpened pencils (if possible)

DAY BEFORE THE EVENT (if at all possible)

- _____ 1. Entire committee will set up the stations (This can be done the day of the event – allow at least one hour)

DAY OF THE REALITY STORE®

- _____ 1. Arrive approximately one hour early and make sure each table has all the appropriate materials. Be sure each booth has Volunteer Instruction sheet and the appropriate price list(s).
- _____ 2. Greet all the volunteers and show them their station. Ask them to read through the Volunteer Instruction sheet provided. (The entire committee is responsible for this.)

- _____ 3. Collect all reusable materials after the last class is finished.
- _____ 4. Be sure to share the student evaluation forms with the school.

FOLLOWING THE REALITY STORE® EVENT

- _____ 1. Send Thank you notes to all volunteers and financial contributors. (Students may do this as part of their follow-up.)
- _____ 2. Choose the Coordinator for next year.
- _____ 3. Review student evaluation forms to assure the program objectives were met. Make note of any changes suggested.
- _____ 4. Review volunteer evaluation forms and make note of any ideas or suggestions to improve the event.

FINANCIAL COORDINATOR RESPONSIBILITIES, CHECKLIST AND TIMELINE

1. A budget is needed for The Reality Store[®]. Depending on the elaborateness of the *Store*, the budget can range from 0 to thousands of dollars. The following contain a few examples of the most simple to the most elaborate.

<u>SIMPLE</u>	<u>MEDIUM</u>	<u>ELABORATE</u>
Letters (contributions and/or volunteers)	Letters & Printed fliers	Printed Brochures
Bare tables (school tables and/or card tables)	“Pipe and Drape” tables	Rented Booths
Booth forms (in manual) and/ hand made posters	Booth forms and/or posters (computer generated on foam core)	Booth forms and Printed color posters
Volunteer lunch on their own	School lunch	Catered lunch
Hand written name tags	Computer generated name tags	Printed name tags
No decorations	Simple decorations	Banners, etc.
	<u>FOR LIFE’S UNEXPECTED</u>	
Numbers on strips of paper	Ping Pong Balls with numbers	Casino style wheel

2. Grants are available from many sources. A few examples are: 1) Cinergy/PSI Energy, 2) Community Foundations and 3) local charitable agencies. **REMEMBER: Allow time for the grant writing and approval process.**

3. Local merchants and businesses are a good source of funding and/or material contributions. Perhaps a printer would donate the cost of printed materials or a restaurant would donate breakfast rolls and/or lunch for the volunteers.

8 TO 10 MONTHS PRIOR TO THE EVENT (as early as possible)

- _____ 1. Create a budget.
- _____ 2. Contact appropriate agencies for Grant applications.
- _____ 3. Apply for the appropriate Grant.

4 TO 6 MONTHS PRIOR TO THE EVENT

- _____ 1. Contact local merchants and business people regarding contribution and/or material donations.
- _____ 2. Create a data base of contributors that includes:
 - Company or business name
 - Business address
 - Business telephone number
 - Name and title of contact person

- Contribution

_____ 3. Check progress of Grant proposal. (if necessary)

3 TO 4 MONTHS PRIOR TO THE EVENT

_____ 1. Confirm the contribution and/or material donations.

_____ 2. Pick up any monetary contributions.

_____ 3. Arrange for or deposit in a checking and/or savings account (if in a school, the money will go through the school accounts).

1 TO 2 MONTHS PRIOR TO THE EVENT

_____ 1. Determine how the material donations will arrive at the appropriate location. (i.e. lunch for the volunteers)

1 WEEK PRIOR TO THE EVENT

_____ 1. Send a reminder to the people making material donations that includes:

- Directions to the school or location of *Store* (if necessary)
- Appropriate delivery point (if necessary)
- Arrival time or Pick-up time

_____ 2. Pick up any appropriate material donations.

DAY BEFORE THE EVENT

_____ 1. Help set up stations for event.

_____ 2. Pick up any final appropriate material donations.

DAY OF THE EVENT

_____ 1. Arrive approximately one hour early to help with final set up.

_____ 2. Greet volunteers and show them to their station. Ask them to read through the Volunteer Instructions sheet provided.

_____ 3. If lunch is donated and delivered, greet the people and show them where to set up. (if applicable)

_____ 4. If lunch is donated but not delivered, pick it up. (If applicable)

DAY FOLLOWING THE EVENT

_____ 1. Help send Thank You notes to all the volunteers, financial contributors and material donors.

**THE REALITY STORE®
SAMPLE BUDGET OUTLINE**

	PROPOSED	ACTUAL
INCOME:		
BALANCE (if not the first year)		
DONATIONS (if known)		
LIST INDIVIDUALLY (as they become known)		
TOTAL INCOME:		
EXPENSES:		
LOCATION (if applicable)		
ANY RENTAL MATERIALS (if applicable)		
Could include: "pipe and drape", booth, etc.		
FOOD (budget since donations are unknown at this time)		
PAPER PRODUCTS (very seldom donated)		
POSTAGE		
PRINTING OR COPYING (if not done at the school)		
ADVERTISING		
TOTAL EXPENSES:		
ENDING BALANCE:		

BUDGET FOR ANY AND ALL EXPENSES SINCE THE NUMBER, AMOUNTS AND KINDS OF DONATIONS ARE UNKNOWN AT THIS TIME.

