

DFLI.ORG

DELAWARE FINANCIAL LITERACY INSTITUTE

Home of The Money School

POLICY AND PROCEDURES MANUAL FOR INSTRUCTORS

January 2015

3301 Green Street
Claymont, DE 19703
Office 302.792.1200 ♦ Fax 302.792.1050
www.dfli.org

TABLE OF CONTENTS

<u>DELAWARE FINANCIAL LITERACY INSTITUTE</u>	3
<u>ABOUT THE MONEY SCHOOL</u>	4
Goals of The Money School	4
History of The Money School	4
The Money School Pledge	4
<u>MONEY SCHOOL POLICIES</u>	5
Summary of Policy	5
Instructors	5
Curriculum	5
Attire	5
Fees	5
Class Materials	5
Class Locations: Recommended & Discouraged Locations	6
Class Registration	6
Canceling a Class	6
Marketing Money School Classes	6
Instructor Offerings	7
Disclaimer	7
<u>MONEY SCHOOL PROCEDURES</u>	8
To Become a Money School Instructor	8
To Schedule a Money School Class	8
Class Scheduling Deadlines	8
Class Administration Tips	8
To Cancel a Class: Emergency & Inclement Weather Procedures	9
What to Do If There Are No Pre-registrations	9
Evaluation	9
<u>ACCESSING THE INSTRUCTOR END OF WWW.DFLI.ORG</u>	10
To Edit Your Contact Information or Customize Your Password	10
To Access a Class Roster	10
To Register a Student	10
<u>APPENDIX</u>	11
Instructor Application	11
Background Check Authorization	13
Class Scheduling Form	14
Sample Curriculum Form	15
Attendance Form	16
Evaluation Form	17
The Money School Sign – to post on door during every class	18
Emergency Cancellation Sign	19

DELAWARE FINANCIAL LITERACY INSTITUTE

The Delaware Financial Literacy Institute (DFLI) is the umbrella organization which sponsors and administers The Money School. DFLI is a not for profit 501 (c)(3) organization whose mission is to help individuals—especially those of low to moderate income—become equipped with the tools to get their financial lives in order so that they can become self-sufficient and enjoy financial well-being over time.

Programs include:

From Purses to Portfolios™- Created in 2004 to encourage women to take control of their finances through attending Money School classes and events.

**ME* (Meaningful Economic and Entrepreneurship) Competition*- In partnership with the University of Delaware Center for Economic Education and Entrepreneurship, this statewide academic event, brings together more than 600 elementary students from across the state.

Chasing the Dream - A hands-on, interactive camp where students not only learn about starting businesses, but are given the opportunity and tools to create their own asset-building ventures.

The Center for Business Growth - The Center is a small-business incubator which provides opportunities to network and learn about how to start, expand or grow your venture in Delaware.

First State Saves - Part of the national marketing campaign America Saves, is designed to encourage people to save regularly and build wealth. DFLI is the lead agency in a coalition of partners who provide financial education and access to low and no-cost savings products.

Friends Don't Let Friends Drown in Debt™ and Got Savings™ are state-wide campaigns that focus on helping Delawareans take charge of their finances and raise awareness of the free and reliable resources available to them.

Bank At School - Teaches young students financial management by allowing them to open savings accounts and make weekly deposits at their school bank branch, nurturing the ethic of saving, especially critical in today's economy.

ABOUT THE MONEY SCHOOL

Goals of the Money School

Our mission is to provide community-based financial education in a hassle-free environment. Volunteer instructors must present information in an objective way, without marketing or selling specific products or services.

History of The Money School

In 1999, State Treasurer Jack Markell worked with representatives from his office and other government agencies, not for profit organizations and corporations to organize the first Everywoman's Money Conference. The conference brought more than 1000 women together to discuss and learn about financial issues. This one-day event was so helpful in opening a dialogue about money and critical financial issues that the participants overwhelmingly asked for on-going financial education programs. The Money School was created to fill that demand and aims to serve the needs of women and men across the state.

The Money School's class offerings have grown dramatically over the past several years, from 12 classes listed in the first quarterly brochure to more than 200 in recent quarters. In fact, there is now a Money School class somewhere in the state almost every weekday of the year! The most remarkable feature of The Money School is that it is a volunteer faculty with professionals from financial institutions, government and not-for-profit organizations, who offer their services pro bono. The instructors also volunteer to teach program requests for businesses, senior centers, schools, private and civic organizations, group homes, churches and temples.

There are many different ways to find out what classes are being offered and to register for them. The dynamic Money School website, www.dfli.org, provides the current schedule as well as financial tips and links to online resources. Classes are listed in the quarterly brochure which is sent to 16,000 people. In addition, public libraries across the state receive an additional 8,000 copies of the brochures to distribute to their patrons. A weekly blast highlighting the classes for the upcoming week is sent to over 5,400 people. Students can register for classes at www.dfli.org or by calling the toll-free registration center, which has been in operation since early 2003, at 1.877.307.6858.

The Money School Pledge

Money School instructors volunteer their services to teach classes for the satisfaction of helping others develop financial skills. Instructors shall never give a sales pitch or solicit Money School students' business. Only students may initiate further contact if they desire to do so. Instructors may not collect or use student information, including, but not limited to, names, addresses, phone numbers and email addresses, unless a student initiates further contact. Instructors may only collect information when students approach them regarding their personal financial services.

The integrity of each Money School instructor reflects on The Money School itself. To protect Money School students, if there is any question about an instructor's integrity, he/she will not be allowed to teach. DFLI reserves the right to suspend or discharge any Money School instructor whose integrity comes into question or who acts in a manner deleterious to the reputation of The Money School. As a result, we require all instructors to disclose criminal matters, legal matters and regulatory investigations on The Money School application. Moreover, we expect each Money School Instructor to advise The Money School of any such matters that may arise while the person is providing instruction in association with The Money School. Background checks will be required.

If it is believed that an instructor does not follow the policies and procedures outlined in this manual, his or her participation as a Money School instructor will be terminated. The Money School reserves the right to terminate an instructor's participation for any reason.

THE MONEY SCHOOL POLICIES

Summary of Policy

The Money School is a public service, providing financial education to Delawareans in a hassle-free environment. Classes are open to all adults regardless of where they live. The intention of The Money School is to ensure that all participants feel comfortable attending, participating in and accepting the validity of class presentations. In order to offer objective, effective educational sessions, *specific products and services may not be promoted*. **Money School instructors may not use classes as a means of soliciting clients, building a book of business or for marketing purposes of any kind.**

Instructors offer their services pro bono and participate as volunteers, recognizing that any personal benefit may only occur over time as a result of their own goodwill. There are no actual monetary or immediate rewards for teaching a class other than the satisfaction of helping others develop financial skills. There may be long term benefits as students get to know instructors.

Instructors

Money School instructors teach classes on a volunteer basis to help adults develop their financial skills. While teaching, instructors represent The Money School and may not solicit business or promote specific products or services.

It is required that prospective Money School instructors have a minimum of 2 years professional experience in the subject(s) they plan to teach and provide documentation of their licenses, credentials, other education, and experience. In addition, Money School instructors are required to pay an annual non-refundable fee of \$75 to the Delaware Financial Literacy Institute (DFLI) to cover administrative fees such as marketing, registration, and data input; this fee must be received prior to scheduling classes. In addition, contributions are always greatly appreciated.

When Money School Instructors are not teaching a Money School class, they do not represent The Money School. The Money School advises its community of learners to research any instructor and the institution he/she represents *prior* to entering into a consultative or contractual relationship.

Curriculum

Instructors must file a complete curriculum and set of materials for each class they teach, with The Money School office, *before* that class can be scheduled. A complete curriculum includes an overview, description of the target audience, objectives, concepts, class content and method of evaluation. An outline or flyer does not qualify as a complete curriculum. See Page 15 for a Sample Curriculum Form which may be copied and completed.

Attire

Money School instructors should wear business or business casual attire and present themselves professionally during class.

Fees

All classes shall be offered free of charge. Instructors shall be responsible for any costs incurred when holding classes, including rental fees. Instructors may provide refreshments and materials, if they choose, at their own cost.

Class Materials

Instructors are encouraged to provide students with free educational materials for all classes. However, class attendance is required in order to receive handouts.

It is permissible to give out business cards. **Forms offering free financial analysis may not be included in class handouts.** Presenter-specific solicitation materials are NOT educational materials; they may only be given to participants who specifically request them.

Class Locations

Instructors are responsible for arranging class sites and for paying any room rental fees. Instructors must secure locations *prior* to submitting Class Scheduling Forms. The Money School will not publicize a class unless the site is confirmed; “to be announced” sites are not acceptable.

Recommended locations

Public buildings are the best places to hold classes because they offer comfortable, pressure-free environments at little or no cost. They also tend to be easier to find, and have well-lit parking lots. Popular locations include libraries, community centers and YMCA’s. Other neutral sites like coffee shops, bookstores and hotel meeting rooms may also be used as long as any rental fees are absorbed by the instructor. A list with recommended sites is included.

Discouraged locations

We strongly discourage holding classes in private offices.

NOTE: Occasionally, there are too many classes to be printed in the brochure. When this is the case, the Money School reserves the right to print only the classes held in public buildings and neutral sites.

Class Registration

Registration is open to all adults regardless of whether they are Delaware residents. Money School students may register for classes twenty-four hours a day, seven days a week, on our website (www.dfli.org) or by calling our toll-free registration number (1.877.307.6858).

- If you market your own classes, you must use our registration services and number in your marketing: www.dfli.org and 1.877.307.6858. Enrollment data is critical to DFLI funding.
- All students must be registered on the Money School registration at www.dfli.org
- DFLI does not permit “third party registrations.” If students do not register with DFLI, we are unable to maintain the attendance and demographic data that our donors require.
- If you register students yourself, please add their names and complete contact information to the online database and class roster by formally registering each student at least forty-eight hours prior to the class. See Page 13 for step-by-step instructions.
- Although students are asked to pre-register, instructors should be aware that "walk-ins" occur.
- For instructors’ convenience, registration closes at midnight on the weekday prior to the class, so it’s possible to print a complete roster the morning before the class. See Page 13 for step-by-step instructions.

Canceling a Class

Classes may *ONLY* be canceled in the event of an emergency and never because of low enrollment. **In other words, class must be held even when the enrollment is low or zero. Canceling classes can lead to your dismissal.**

In the event of needing to cancel a class because of an emergency, please notify the office and students as soon as possible according to the procedure on Page 9.

In the event a class site closes due to inclement weather, please notify the office and students as soon as possible according to the procedure on Page 9.

Even when no students are registered for a class, instructors are required to go to the site and wait for at least $\frac{3}{4}$ of the length of the class in case there are “walk-in” students or errors in registration. Remember that “walk-ins” may come to the class and increase enrollment. Small classes often are the most effective and beneficial to the participants; when a class is small, the presentation can be tailored to the students attending. From calls the office receives, we know that students are very disappointed when a class is canceled unexpectedly; they have often lined up babysitters or changed their schedules to attend the class.

Marketing Money School Classes

Money School classes are publicized on our website, www.dfli.org, and in the Money School brochure which is published 3 times per year. It is mailed to over 16,000 people; an additional 8,000 are sent to all public libraries in the state, non-profit organizations, businesses, and distributed at events statewide. A weekly blast highlighting the classes for the upcoming week is sent to over 5,000 people.

Only officially authorized classes may bear the Money School name. A class is officially authorized once it has been posted on our website. **Unauthorized use of the Money School name is prohibited.**

We ask instructors to publicize Money School classes in their marketing materials, including newsletters, emails and other publications. We require instructors to use our registration services in their marketing: www.dfli.org and 1.877.307.6858.

Instructor Offerings

The Money School reserves the right to limit the number of classes an instructor may teach and the topics that may be presented.

Disclaimer

The DFLI does not recommend or endorse the purchase of any product or endorse any individual Money School presenter, company or service. Class material is presented for general information and educational purposes only; it is not intended to serve as an individual consultation, personal recommendation or guarantee of individual results. Money School instructors are representatives of The Money School when they present classes, and they may not act as sales agents for other organizations during those times. The Money School advises its community of learners to research instructors and the institutions they represent prior to entering into a consultative or contractual relationship with them.

MONEY SCHOOL PROCEDURES

To Become a Money School Instructor

- Familiarize yourself with our website: www.dfli.org
- Complete a Money School Instructor Application with all requested information including current references, your valid email address, and Background Check Authorization. See Pages 11-13 for the Instructor Application.
- Return the application to the office with all the required information, including copies of any professional designations, licenses, certifications, or degrees you hold.
- Call 302.792.1200 to find out the next scheduled orientation to review policies and guidelines and discuss classes you might wish to teach. If you already have curriculum for these classes, please bring it with you.

Once your application is accepted

- You will receive a UserID and Password which will allow you to access the instructor's end of the website (www.dfli.org/admin/.cfm). For convenience, write your information down here.
UserID _____
Password _____
- You must submit a curriculum for each class you plan to teach before the class can be scheduled.

To Schedule a Money School Class

- Submit a separate Class Scheduling Form, for each session you wish to schedule, before the deadline. See table below for the Class Scheduling Deadlines. See Page 14 for the Class Scheduling Form.
- All schedules must be submitted by the appropriate deadline and be legible or printed on an official Class Scheduling Form which may be sent by email, U.S. mail or fax. If you send a fax, please include a cover note with the total number of pages and check to see that all of the pages transmit.
- NOTE 1: Curriculum for each class must be on file before classes will be scheduled.
- NOTE 2: It is imperative that you double-check the accuracy of all submitted information including day, date and time, as well as the building name and street, etc.
- NOTE 3: Instructors must secure locations *prior* to submitting Class Scheduling Forms.

Class Scheduling Deadlines

Term	Months Covered	Deadline
1	March - June	January 1
2	July – October	May 1
3	November – February	September 1

Class Administration Tips

- You may wish to post a sign with the class title and your name. See Page 18 for a sign you can photocopy.
- Arrive at least 15 minutes before the class time to greet early arrivals and to set up the room.
- Introduce yourself and briefly explain The Money School and the Purses' Program.
- Share the agenda and objectives with the class.
- Present your information in a general way, unbiased toward any specific product or service.
- Be prepared and cover the material listed in the class description.
- Use visuals, activities and student participation, where possible, to avoid a total lecture approach.
- Leave time for questions and discussion.
- Take attendance and complete the attendance form online within 3 class days.
- Remember that it's the instructor's responsibility to return the room to its pre-class condition.

To Cancel a Class

Classes may **ONLY** be canceled in the event of an emergency and never because of low enrollment. In other words, class must be held even when the enrollment is low or zero.

Emergency Class Cancellation Procedure

When a class needs to be canceled because of an emergency, the instructor must:

1. Call The Money School office at 302.792.1200 as soon as possible.
2. Call **and** email each registered student as soon as you know the class must be canceled.
3. Call the site and ask if you can fax a cancellation sign for them to post.

NOTE 1: Do not use email alone to notify students of cancellations. Some people do not check their emails regularly.

NOTE 2: The office is unable to call students for you due to limited staffing.

NOTE 3: Canceled classes may not be rescheduled until the following term.

Inclement Weather Class Cancellation Procedure

In the event of inclement weather, class sites may close. If the site will be closed during your class, please do the following as soon as possible.

1. Call The Money School office at 302.792.1200.
2. Call each registered student.

4. Please note that DFLI reserves the right to terminate any instructor who cancels classes without notifying DFLI prior to the class time.

What to Do If There Are No Pre-registrations

In the event that no one pre-registers for your class, we request that you go to the site anyway for at least $\frac{3}{4}$ of the length of the class as walk-in students may attend. After that time, please post a sign that the class has been cancelled due to lack of attendance (See Page 19 for a sign which can be photocopied and used) and tell a site employee why you are leaving.

Evaluation

The Money School reserves the right to monitor classes with formal and informal methods to ensure that all policies and procedures are followed. The Money School developed an on-site evaluation system in 2010. A volunteer cadre of Money School students have been trained to monitor and evaluate classes. The Money School relies on student and instructor feedback to monitor and improve our programs. An automatic email is sent to all students who have email addresses on the morning following each class. You can access the results from the website when you click on *survey*.

If you do your own session evaluation, let the students complete the forms anonymously and without having to hand you the forms. Do not ask students to sign evaluations. Allow them to mail the form or turn it in when you are out of the room so the procedure is non-threatening and objective. ***You may not use the forms to collect student contact information of any kind or to build a book of business.***

ACCESSING THE INSTRUCTOR END OF www.dfli.org

To Edit Your Contact Information or Customize Your Password

- Go to www.dfli.org/admin.cfm and use your UserId and Password to log in.
- Click on “Manage My Profile.”
- Edit your contact information and/or change your password.
- When you are done click “Edit” to save the changes.

To Access a Class Roster

- Go to www.dfli.org/admin.cfm and use your UserId and Password to log in.
- Click on “Manage Courses.”
- Click on the date of the roster you want to access.

NOTE: For your convenience, registration closes at midnight prior to the class so there’s time to print a complete roster prior to the class. Please note any walk-ins on the roster.

To Register a Student

- Go to www.dfli.org/admin.cfm and use your UserId and Password to log in.
- Click on “Register a Student.”
- Click on the title of the course you want to register the student for.
- Click on the title of the course that is next to the correct date.
- Type the student’s last name and click on “Search.”
- If the student is listed, click on their name. You should see a confirmation that he or she is registered.
- If the student is NOT listed, click on “Add Student.”
 - Add the student’s complete contact information and click on “ADD.”
 - 1) You will need to create a “Username” and “Password” for the student. Consider using a combination of their first and last name, e.g.: joes or jsmith.
 - 2) If you don’t know the answer to the Question type “unknown.”
 - 3) An email address isn’t required as long as there is a phone number, but please include it if you know it.
 - If you have more than one student to register, click on “Return to Main” Repeat the steps above.

Delaware Financial Literacy Institute

The Money School ~ Instructor Application

3301 Green Street • Claymont, DE 19703 • 302.792.1200 • 302.792.1050 fax

Approval of applicant is at the discretion of the Delaware Financial Literacy Institute.

PLEASE TYPE or PRINT LEGIBLY.

Name: _____

Company: _____

Type of Business: _____

Your Title: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Email: (Required) _____

Business: (_____) _____

Cell Phone: (_____) _____

Fax: (_____) _____

Have you conducted seminars or workshops recently?

Yes No

If yes, please list the topics. _____

***Years of professional experience in this field (minimum of 2 years)** _____

I have read and I understand the Policy Manual.

What licenses and certificates do you hold?

Please indicate license or certificate names.

- | | |
|--|--|
| <input type="radio"/> Insurance | <input type="radio"/> Attorney |
| <input type="radio"/> Securities | <input type="radio"/> Counseling |
| <input type="radio"/> CPA | <input type="radio"/> Trainer |
| <input type="radio"/> Other (list) _____ | <input type="radio"/> Other (list) _____ |

Areas of Expertise: (Check all that apply)

<input type="radio"/> Financial Planning	<input type="radio"/> Financial Education
<input type="radio"/> Estate Planning	<input type="radio"/> Taxes
<input type="radio"/> Insurance	<input type="radio"/> Investing
<input type="radio"/> Accounting	<input type="radio"/> Real Estate
<input type="radio"/> Mortgages	<input type="radio"/> Other (list) _____

Attach copies of licenses and/or certificates.

Degrees held: _____

References: (Please provide two current references such as clients & employers. Do not list family members).

1) Friend Client Employer

Name: _____

Relationship: _____

Phone: (_____) _____

2) Friend Client Employer

Name: _____

Relationship: _____

Phone: (_____) _____

To remain in good standing and active status,

The Money School Instructor shall:

1. Provide students with general financial information without selling any specific products or services;
2. Serve as and introduce yourself as a representative of The Money School;
3. Provide The Money School with a copy of the curriculum and materials and secure a location for each class *before* scheduling it with DFLI;
4. Attend occasional orientation and/or training sessions or meetings;
5. Provide all classes free of charge, realizing that if there is a charge for materials, students are not required to purchase them;
6. Pay all costs incurred in conducting Money School classes including rental fees, refreshments, marketing, printing, mailing, etc.;
7. Make the client base aware of Money School classes via website, mailings, email and/or other means;
8. Go to and remain at class site for at least 15 minutes even when there are no pre-registrations;
9. In case of an emergency cancellation, notify by phone The Money School office and all participants as soon as possible.
10. Fax or email class roster/attendance to DFLI within 3 days of class being held;
11. Pay a yearly non-refundable fee of \$75 to cover administrative costs. This must be received *prior to* scheduling classes.
12. By signing this form, agree to a background check.

The Money School shall:

1. Promote the Money School and classes through a combination of internet marketing, email, postal mail, news releases and articles, public service announcements and other flyers, as funding permits;
2. Provide administrative support through the Money School Director;
3. Maintain registration online and at a central call center for all Money School classes;
4. Require that all instructors abide by the rules and policies of The Money School.

For office use only:

- Application complete and on file
- References verified
- Administrative fee received _____
- License(s) on file
- Background check
- Class curriculum received
- Orientation completed on / /
- UserId and Password assigned & emailed
User Id _____ Password _____

Follow-up information requested:

Comments:

Please make sure your license(s), curricula and materials are approved and on file in The Money School office before submitting any Class Scheduling Forms.

BY SIGNING BELOW, THE APPLICANT AGREES TO THE TERMS OF THE MONEY SCHOOL POLICIES AND PROCEDURES MANUAL FOR INSTRUCTORS: Applicants must disclose legal matters and regulatory investigations on this application. Moreover, DFLI expects each Money School Instructor to advise DFLI of such matters that may arise while the person is providing instruction in association with The Money School. (Attach information)

Applicant Name: _____

Applicant Signature: _____ **Date:** _____

For Office Use Only:

a. _____ b. _____

c. _____ d. _____

The Money School

Class Scheduling Form

Deadlines: January 3 for March - June ●

May 1 for July - October

September 1 for November - February

Please submit all forms electronically to info@dfli.org.

Instructor Name: _____ Company: _____

Phone Number: _____ Email: _____

Class Title: _____

Did you change the title of this class? If so, what was the old title? _____

Day of the Week: _____ Date: _____ Time: _____ to _____

If offering this class on multiple dates at the same location, please list additional dates below.

Day of the Week: _____ Date: _____ Time: _____ to _____

Day of the Week: _____ Date: _____ Time: _____ to _____

Day of the Week: _____ Date: _____ Time: _____ to _____

Class Location: _____

Address: _____

Building Name and/or Room Number: _____

City: _____ Zip: _____ County: _____

If this is not a public building, please give directions from a major roadway:

Number of Seats Available: _____

Is the curriculum for this class on file? If it is not already on file please, email it to info@dfli.org with this form. YES _____ NO _____

If this class is new, please also complete this section:

Brief description of topics covered:

This course will be most beneficial to participants who:

The Money School Sample Curriculum Form

* Please make sure your curricula and materials are on file in The Money School office before submitting any Class Scheduling Forms. Please mail curriculum (emails are not acceptable). Do not fax multi page curriculum. If you do not have prepared curriculum for your course, you may submit the following information.

Class Title: _____

Instructor: _____

Source of Curriculum: (Are you using a text or compliance unit?) _____

Overview of Class Content: This course will cover:

This course will be most beneficial to participants who:

Objectives: At the end of this class, the student will be able to:

Concepts to be covered:

Content: (Attach an annotated PowerPoint presentation, brochures, worksheets or handouts. An outline alone is not sufficient.)

How will you involve students in the class?

How will you evaluate if students understood the material?

Delaware Financial Literacy Institute

3301 Green Street • Claymont, DE 19703 • 302.792.1200 • 302.792.1050 fax
info@dfli.org



Delaware Financial Literacy Institute
 3301 Green Street • Claymont, DE 19703 • 302.792.1200 • 302.792.1050 fax
 info@dfl.org

ATTENDANCE FORM

Please add walk-ins to your class roster or enter them below; fax or email attendance records within 3 days of your class.

302.792.1050 (fax) or info@dfl.org

Instructor _____ Date of Class _____

Class Title _____

Circle One: Scheduled class Special Request Class Other

_____ **Number of Money
School Students Registered**

_____ **Number of Registered
Students in attendance**

_____ **Number of
Walk Ins**

Comments: _____

Please have any students NOT listed on the Course Roster sign below to add to our database.

Name	Address	Email	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

THANK YOU!
 Thank you in advance for completing the attendance records.
 Our donors request this critical data.

The Money School

The Money School ~ Evaluation Form

Name of Evaluator: _____ Date: _____

Name of Instructor: _____ Class Title: _____

Class:

Did the class begin on time? Yes No

Did instructor take attendance? Yes No

Did instructor introduce The Money School as a non profit 501c3? Yes No

Did the class description match the actual content taught?

Exactly Mostly Somewhat Not at all

Instructor:

Was the instructor:

Professional? Excellent Very Good Good Not at all

Well -prepared? Excellent Very Good Good Not at all

Knowledgeable? Excellent Very Good Good Not at all

Able to answer questions? Excellent Very Good Good Not at all

Able to keep class engaged? Excellent Very Good Good Not at all

Teaching Style: (Check all that apply)

Interactive Lecture Power Point Guest Speakers Games
 Discussion Hand-outs Questions and Answers Other _____

Did the instructor solicit business in any way? Yes No If yes, please explain on back.

Did the instructor hand out a class evaluation form that asked for your phone number, email address, or whether you would be interested in them contacting you? If yes, please explain on back. Yes No

How would you rate your financial knowledge in this topic before?

Excellent Very Good Good Not at all

How would you rate your financial knowledge in this topic after the class? Yes No

How many Money School classes have you attended? _____

Signature _____

Feel free to add comments/suggestions on the back.

Please submit by email or mail to:

Delaware Financial Literacy Institute
 3301 Green Street • Claymont, DE 19703 • 302.792.1200 • 302.792.1050 fax
 info@dfli.org

The MONEY SCHOOL Sign

WELCOME TO

DFLI.ORG

DELAWARE FINANCIAL LITERACY INSTITUTE

Home of The Money School

CLASS TITLE

INSTRUCTOR

EMERGENCY CANCELLATION SIGN

DUE TO AN EMERGENCY



CLASS TITLE

**SCHEDULED FOR THIS EVENING HAS BEEN
CANCELED.**

Please visit WWW.DFLI.ORG
Or call 877-307-6858 to see if this
class is scheduled in the future.
We apologize for the inconvenience.