HOST/PARTNER DUTIES

Welcome:
Thank you for your interest in helping us create a Money Smart Week® Kids Read event designed to educate youth about money management. We are also pleased to have you support Money Smart Week® among the local community. We look forward to partnering with you to host a successful and fun event.

Host/Partner Duties:
• Work with the Money Smart Week partner to plan the program
• Recommend a workable date and time for the event
• Ensure that appropriate space is provided for the group read
• Schedule set up and clean up
• Include the event on website and calendars
• Manage sign-ups (if needed)
• Coordinate volunteer help if needed
• Help promote the Money Smart Week® Kids Read event and encourage attendance

NOTE: Be sure to always brand your event. Its correct name is the Money Smart Week® Kids Read