EARN and LEARN
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<u>HOW TO START YOUR OWN EARN AND LEARN PROGRAM</u>

1. **<u>Target Your Audience</u>**
   a. Select a school district that will likely benefit from an incentive program such as Earn and Learn.
   b. Choose a grade level you feel comfortable with – which can be from middle school through high school.

2. **<u>Insurance</u>**
   a. Draw up an "employee"/guardian agreement releasing Earn and Learn and the school district from liability (you may download our form).

3. **<u>Find Funding</u>**
   The cost to "hire" a student for a full year is approximately $1200 depending on whether the student fulfills the program requirements and saves the maximum amount.
   a. The participating bank may provide some funding (see banking below).
   b. The school district may help with fundraising efforts.

4. **<u>Identify Students</u>**
   a. You will select students from a group created by the school using the criteria of behavioral and academic problems.
   b. Decide on the number of students you will be able to accommodate.
   c. Interview all candidates and choose students based on their interest and enthusiasm for the program. The "best" candidate may not be the obvious one.

5. **<u>Banking</u>**
   a. Initially, you will need to make arrangements for a funding account. This account will hold the monies that are to be distributed to the students.
   b. Each student opens their own savings account by visiting the bank with their parent bringing with them appropriate identification.
   c. Banks will often agree to forego annual fees on these accounts in appreciation of supplying them with young investors, so you should consider shopping the business to a bank that will be accommodating.

6. **<u>Administrative Support</u>**
   a. Prepare Program Forms (you may download our forms)
      i. Job Application – for prospective applicants
      ii. Program Description – describes the program
      iii. Program Rules – for student signature
      iv. Employee-Guardian Agreement – for signature by both
      v. Progress Report – completed by teachers
      vi. Meeting Schedule Memo – lists names of students and dates of upcoming meetings