



Bank at School Checklist

▶ **Set up faculty discussions to explore the possibility of a Bank At School branch at your school.**

(Banks have a better chance of success when the entire faculty is informed about and involved in the program.) An optional presentation for your staff can be arranged.

Date of discussion: _____

▶ **Form a team:**

2 or more teachers with a lead teacher

Teacher 1 _____ **Teacher 2** _____

Principal or Principal's administrative designate _____

Parent or P.T.A. representative (optional) _____

▶ **Meet to discuss, complete, and sign a Bank At School Expectation Contract.**

(Teacher team, administrator, Banker, representative of CEE&E and/or Delaware Money School are all required to sign the document.)

▶ **Schedule a meeting to set up an opening date and a plan to distribute forms and parent letters to children. Date:** _____

▶ **Schedule a school wide kickoff to publicize the Bank At School and to circulate parent letters and forms. Date:** _____

▶ **Distribute introductory letters and bank forms to students.**

Date: _____

▶ **Set date for completion and return of forms. Date:** _____

▶ **Send your invitation list to** _____

Due Date: _____

▶ **Hold Grand Opening. Date:** _____

▶ **Create plan to remind students the day before each Bank At School Day so that they will remember deposits.**