



RMJ Bite of Reality Pre-Event Checklist

Procedure:

- Reach out to schools, SEGs, community groups, etc., to give information and benefits about Bite of Reality.
- Keep in mind that once a contact is made and they are interested in the simulation, you may still need to get approvals from necessary administrators (principal, district office).
- Next, coordinate the date of the simulation. You may want to confirm a couple of dates that are convenient for the school and check that the dates are open for your credit union.
- Now that you have a tentative date set, contact Jenn at RMJ and inform her of the event location, date and estimated number of students. She will confirm if there is a kit available for your preferred date.
- Depending on the number of students, you may need to determine if the simulation can be done in one session or multiple sessions throughout the day.

Volunteers:

- A BOR flyer is available through RMJ to help you recruit volunteers.
- Work with schools and organizations to find BOR volunteers at least 4 weeks before the simulation date. Consider reaching out to community members, or the PTA if additional volunteers are needed.
- Once the volunteers have confirmed that they will be participating, assign them their designated station.
- Send a reminder email out to all volunteers at least a week before with all the BOR simulation details.
- Number of volunteers is determined by number of students. Simulations with 100 or less students need 1-2 volunteers per table, depending on time constraints. Simulations with 100 or more students will need 2-3 volunteers per table.

Food:

- Please consider providing snacks / food for the volunteers. For early morning sessions, consider providing breakfast snacks such as coffee, muffins, and fruit.
- For afternoon sessions, you might provide lunch such as pizza, sandwiches, or pasta.
- You may need to designate a team member to pick up or order specified food.

Materials:

- 8 vendor tables, 1 credit union table, 1 check in table, and 1 food table.
- Vendor tables can vary depending on the number of students per session.
- Your credit union's tablecloth may be used at the CU table, provided there are no objections from your school
- Dry eraser board and markers
- Disinfectant wipes
- BOR student checks (if using)
- Pens to sign out tablets
- Raffle tickets for students who complete simulation (optional)
- Bucket for raffle tickets
- Gift cards to reward students for feedback and raffle (optional)
- BOR Kit (pick up from designated credit union a day or two prior to your event)
 - Tablets and chargers
 - Extension cord to charge tablets
 - Sign out sheet for tablets

Week Prior:

- Check all tablets have a full battery and are updated to the current version
- Have students download the app and enter the event code
- Email volunteers with event information

Richard Myles Johnson Foundation Contacts

Tena Lozano (909)212-6057 cell (909)559-9656
Jenn Lucas (909)212-6058 cell (909)921-7199

Volunteer Request Email Example

Good afternoon,

(Credit Union) is working with (School or Group) to host a Bite of Reality event on (Date).

Bite of Reality is an hour-and-a-half, hands-on simulation for students, giving them a taste of real-world financial realities. Students are given a fictional occupation, salary, spouse and family, student loan debt, credit card debt, and medical insurance payments. The students then walk around to various table-top stations to “purchase” housing, transportation, food, clothing, household necessities, day care, and other needs. Fortunately, the game also includes a “credit union” to help with their financial needs. I have included some links with more information.

Here are the event details. If you can help, that would be great! Just reply to this email.

(Date)

Bite of Reality at (location)

[Address:](#)

Location: (building or room name)

(Number) students will participate

Simulation time is as follows:

8:45 am-11:15 am (150 kids) Need 25-30 volunteers (for example)

All volunteers will need to arrive at 00:00 am/pm.

If you have any questions, please feel free to call me on my cell at XXX-XXX-XXX.

Thank you,

Volunteer Reminder Email Example

Good Morning,

Thank you again for volunteering to take part in Thursday’s Bite of Reality event at (location).

Here are the event details. If for some reason you are no longer able to participate in this event, please let me know as soon as possible.

Event Details

Date:

Location:

Volunteer Start Time:

Simulation Time:

Volunteer Attire:

Community Volunteer Attire:

Parking:

Thanks again for volunteering,