




Lesson Guide

Climbers explore the basics of making, spending and managing money, such as using a bank account and direct deposit. Then, they practice applying what they’ve learned about money management to plan a milestone birthday party. By the end of the lesson, Climbers will have created a sample spending plan and reflected on how to make spending trade-offs that don’t break the bank.

Learning Objectives	<p>Learn the basics of financial literacy, including earning and saving.</p> <p>Develop strategies for smart spending and distinguish between wants and needs.</p> <p>Understand the uses of checking and savings accounts and online banking tools.</p> <p>Learn the process and benefits of setting up direct deposit for easier financial management.</p>
WIOA Program Elements	<p>E11. Financial Literacy Education. Directly addresses budgeting, managing income, understanding taxes/pay stubs, and using digital banking platforms.</p>
Key Concepts	<p>Impulse Purchase: An unplanned decision to buy something</p> <p>Spending Plan: a tool for managing your finances so that your expenses stay within budget</p> <p>Digital Banking: online platforms that allow users to manage their bank accounts and finances electronically.</p> <p>Direct Deposit: getting your paycheck delivered straight to your bank account electronically</p>
Materials	<p>Coach Deck:  Bank on Money Mastery Lesson Deck</p> <p>Internet-ready devices with Hats & Ladders access</p> <p>Activity: Create a Birthday Gala Spending Plan Birthday Gala Spending Plan Template Birthday Gala Spending Plan Exemplar</p> <p>Rubric: Birthday Gala Spending Plan Rubric</p>

Coach Prep

1. Review lesson instructions and activity materials, including the **Coach Deck**, an optional resource to guide Climbers through the lesson, and digital Career Climb.
2. Arrange a computer lab or laptop cart, or instruct your group to bring their own devices with internet connectivity.
3. *Optional:* From the Coach platform, assign the **Bank on Money Management** Career Climb to your group. This will allow you to track their progress from your dashboard.

Warm-Up

1. Introduce the topic of money management by posing the following icebreaker question:
 - What is something that you regret having spent money on? Why did you end up regretting it?
2. Have a few Climbers share their thoughts. Suggested follow-up questions:
 - *What led you to spend the money in the first place?*
 - *Was the purchase an example of impulse buying?*
 - *How do you think advertising and social media affect your spending habits? What about your family and friends?*
3. Share that financial decisions are shaped by those around us, our own self-image, and marketing. Everyone has different priorities when it comes to money, and sometimes we buy things based on how we want to be seen or what we think will make us feel better. It's okay to make mistakes now and then, but learning how to manage what you earn and spend is important so you don't have bigger regrets down the road.
4. Briefly outline what will be covered in the lesson, including:
 - **Earning and spending money**, and how to differentiate between needs and wants
 - **Bank accounts**, and benefits of digital banking
 - **Direct Deposit**, so you can always rely on getting paid

Guide a Career Climb

1. Explain that financial literacy is about developing knowledge and skills that will help them manage their money and make decisions that support their short and long-term financial goals.

2. Direct Climbers to the Hats & Ladders platform to start the **Bank on Money Management** Career Climb, which consists of four Ladders:
 - **Financial Literacy 101?** (6 Mins)
 - **Making Smart Spending Decisions** (7 Mins)
 - **Bank Account Basics** (5 Mins)
 - **What is Direct Deposit?** (6 Mins)
3. Climbers can complete the entire Career Climb **at once**, or they can **pause** to share out takeaways and questions along the way.
4. After they complete the Career Climb, lead a brief discussion on what they've learned. Suggested prompts:
 - *What are some advantages of using a digital bank account to store your money?*
 - i. Digital banking has made it easier to manage money on the go—whether it's checking your balance or sending money through apps like Venmo.
 - *What is the difference between a checking and a savings account?*
 - *Why do you think so many employers encourage their employees to sign up for direct deposit?*
 - *Why might someone be reluctant to try direct deposit?*
 - *What tips did you learn for controlling impulse spending?*
5. Preview that spending is going to be the focus of the lesson activity. In this case, they will be asked to manage someone else's finances and help make good decisions based on their priorities, rather than other influences.

Activity: Create a Birthday Gala Spending Plan

1. Have Climbers independently read the instructions on the [activity handout](#), or have a volunteer read them aloud.
2. Working in pairs or individually, Climbers apply what they've learned about intentional spending to create a spending plan for a milestone birthday party with a \$4,000 budget.
3. Climbers also are asked to identify the priorities for the party and respond to an offer for discount catering.
 - *Optional: if they accept the catering offer, you can instruct them that they must include that in their budget (this is a way of thinking further about impulsive spending)*
4. Finally, they use a google sheet to create a [Birthday Gala Spending Plan](#) that will ensure that their event is within budget.

- *If you would like Climbers to practice setting up their own spending plan, you can instruct them to use a blank Google sheet.*
- *You can share an example [spending plan](#), or use it to help you evaluate activity submissions.*

Wrap-Up

1. Connect back to the icebreaker to emphasize that, while we all sometimes buy something we regret, money management is what allows us to spend our hard-earned money on needs and wants.
2. By using tools like digital bank accounts and direct deposit, we reduce the chance of extra fees or lost paychecks.
3. Final prompt:
 - *Given what you have learned and practiced about money management, is there any change you are considering making in how you currently manage your finances?*

Assessment

- To evaluate the **Climbers' understanding** of the lesson, use the provided [rubric](#) to score activity submissions on a scale of 1 to 4 for each criterion. You will need to ask them to show or share the spending plan worksheet.

Modifications

- If you do not have access to devices, have Climbers complete the digital Career Climb at home.

Activity: Create a Birthday Gala Spending Plan

A close family member has a major milestone birthday coming up, and has put you in charge of throwing them a gala for 50 guests. Your budget is \$4,000. Practice savvy money management by creating a **spending plan** for a birthday night they'll remember, but that won't blow their budget.

Step 1: Define party priorities. What do you think are the most important aspects to spend money on? What will make the guest of honor feel celebrated? What will make other guests feel comfortable and included?

E.g. This group loves to dance - music matters more than anything else!

Step 2: Respond to an offer. Before you have time to create your spending plan, a family friend who owns a catering company offers to give you a discount, and will cover all the food costs for \$1000. How do you respond?

Step 3: Choose at least 1 item from each event category that you think will make the party a success. Consider the priorities you defined in Step 1.

Venue Essentials	Catering and Amenities	Entertainment
<input type="checkbox"/> Venue Rental (Local Community Hall) - \$1,000 <input type="checkbox"/> Event Insurance - \$500 <input type="checkbox"/> Decorations - \$500 <input type="checkbox"/> Valet Parking - \$500 <input type="checkbox"/> Table and chair rentals - \$500	<input type="checkbox"/> Discount food catering - \$1,000 <input type="checkbox"/> Pizza-making station with gourmet chef - \$800 <input type="checkbox"/> Beverage station (Non-alcoholic) - \$250 <input type="checkbox"/> Portable restrooms - \$400	<input type="checkbox"/> Live band/artists - \$1500 <input type="checkbox"/> DJ for music - \$600 <input type="checkbox"/> Photo booth rental - \$300 <input type="checkbox"/> Party games setup (e.g., rent arcade machines, TV screens & systems for video games) - \$500 <input type="checkbox"/> Glow-in-the-dark bouncy house rental - \$500

Step 4: Use Google Sheets to make a [spending plan](#), and see how many of your selected items you can afford. Include the following in your sheet:

- Column for selected event items
- Column for category of event items
- Column for amount of event items
- Row for total cost of all items
- Row to indicate whether you are in budget

Rubric: Birthday Gala Budget

Criteria	1: Needs Improvement	2: Developing	3: Proficient	4: Exemplary
Spending Plan Accuracy	Many inaccuracies and overspending.	Some inaccuracies or slight overspending.	Spending plan is mostly accurate with minor calculation errors.	Perfect accuracy in spending plan calculations, no overspending.
Spending Plan Completion	Incomplete sections; significant errors.	Most sections completed with minor errors.	All sections completed with minimal errors.	All sections completed correctly and neatly.
Adherence to Constraints	Fails to select the required items per category or exceeds budget.	Selects minimum required items but close to or slightly over budget.	Correctly selects at least the minimum items without exceeding budget.	Creatively selects items and stays well within budget.
Alignment with Priorities	No priorities defined.	Minimal or no alignment to defined priorities.	Choices reflect some alignment to priorities.	Choices reflect strong alignment to priorities.