

Pre-Money Fair Check List:

It is recommended that prior to starting on the checklist points below, you visit <https://www.talkwithourkidsaboutmoney.com/moneyfair> and view the informational videos and teacher's guide. Also, speak with your local CFEE representative (SIEC in Saskatchewan) to help organize your event.

1. Contact parents to inform them of the financial literacy unit and the money fair – the contact letter should include the following:
 - a. You are starting a unit on financial literacy, based on curricular outcomes, which will culminate in a money fair;
 - b. Students will not be asked to share information about personal or family finances;
 - c. Information on what the money fair is;
 - d. The date of the money fair and how it will be organized;
 - e. Asking for parent involvement through class presentations, financial connections and/or attendance at the presentations or the event;
 - f. If media is attending the fair, please refer to your school division policy and media release and consent.
2. Consult the “Judges’ Briefing Notes” section about organization of the money fair.
3. Book your venue (library, gym, foyer, etc.).
4. Ensure you have computer access for both research and presentations.
5. ****Contact your provincial CFEE or TWOKAM representatives to help with planning and to request judges for the event – four to six judges is preferred.****
6. Acquire tri-fold boards or other display materials for the presentations.
7. Invite other school staff members to attend the money fair with their classes.

Student Accountability Check List:

1. Begin by surveying students to see which topics may be of interest to them – you can add new topics to the topics list which is provided.
2. Students can choose their groups (two per group is ideal) and then the group can begin focusing on a topic of interest.
3. Using the “Money Fair Project Organizer”, have students formulate three “Wonder Questions” related to the group’s area of interest.
4. Groups will discuss the three questions and fill in the “Wonder Question Form” (one for each question) to get them thinking about each topic they wish to research.
5. Students will then identify one of their questions as their main “Inquiry Question” to begin research. Students will present their idea to the teacher in a brief interview. The interview should take no longer than five minutes.
6. Once the topic and inquiry question are approved, students can begin researching – use the “Inquiry Question Bubble Form” provided to easily organize student thoughts. You may need to duplicate several of these if using paper copies.
7. After researching, students should revise their question and make it more specific, if necessary.
8. Continue researching using the revised question.
9. Students then need to think about how they will present their information and make a plan for how their final project will look – they should illustrate this plan.
10. Ideally, students should plan for an interactive activity to accompany the presentation.

11. Students can now begin to create their presentation. Having a conversation with students about proper presentation techniques is vital to the success of the Money Fair.
12. Have the students present their Money Fair topic two days before the actual fair is to take place. Use the teacher rubric provided to assess their work.
13. Students will have peer review forms that will be given to the groups upon conclusion of the presentation. These could also be used for students who are touring the displays on the day of the Money Fair.
14. Use the day prior to the fair to have students edit their presentations based on student and teacher feedback.

During and Post-Money Fair Check List:

1. Consult the “Judges’ Briefing Notes” for information on the process of judging, etc. Again, your CFEE representative (the SIEC in Saskatchewan) will help organize this.
2. Make sure each group has a table or space available to set their projects up in – be sure to book computers as some students may require one for their presentation.
3. When the judges arrive, give them the “Judges’ Briefing Notes” if they do not already have them. Judges should have a space to store their personal belongings and access refreshments.
4. Students will begin presenting their work and the judging will begin.
5. Depending on whether you choose the competitive option, you can collect sheets and begin placing students according to judges’ scores.
6. After the fair has concluded, have students reflect on their learning by filling out the “Money Fair Report” sheet in the Money Fair package.
7. Complete the student, parent and teacher feedback surveys. The links for the feedback surveys are as follows:
 - a. Student: <https://www.surveymonkey.com/r/JBB7DNH>
 - b. Parent: <https://www.surveymonkey.com/r/JBYVH96>
 - c. Educator: <https://www.surveymonkey.com/r/JHTDMBF>