

Student programs funded by MDHS TANF grant
Checklist

Activity	Responsible Party (Check list)
MOU provided to local host organization and signed stating local organization does not receive funding from MDHS TANF for financial literacy education	<ul style="list-style-type: none"> ○ MSCEE provides MOU to local host ○ Local host signs document
Program should be in eligible county <ul style="list-style-type: none"> ○ Attala ○ Choctaw ○ Forrest ○ Hancock ○ Harrison ○ Holmes ○ Lamar ○ Neshoba ○ Yazoo 	MSCEE and local host <ul style="list-style-type: none"> ○ Attala ○ Choctaw ○ Forrest ○ Hancock ○ Harrison ○ Holmes ○ Lamar ○ Neshoba ○ Yazoo
Local host selects the student programs they will implement <ul style="list-style-type: none"> ○ Danny Dollar - 10+ students ○ Stock Market - Game 10+ students ○ Invest In Girls - 10+ students 	Local host provides information to MSCEE
Secure location and time. Minimum number of students per program is 10 but our goal is 25 per county. <ul style="list-style-type: none"> ○ Church ○ Community Center ○ School ○ Housing unit with a meeting space ○ After school program ○ Camp ○ City hosted ○ Other 	<ul style="list-style-type: none"> ○ Local host provides MSCEE with information to include the name and address of the location plus parking instructions if necessary.
Location accessible to underserved families and transportation barriers minimized	<ul style="list-style-type: none"> ○ Local host
Background checks in place with local host ensuring the safety of the children participating. At no time should one adult be alone with children. Each local host should have 2+ adults in attendance at all times.	<ul style="list-style-type: none"> ○ Local host
Reliable internet/device access confirmed prior to program launch	<ul style="list-style-type: none"> ○ Local host
Marketing materials and online registration link are provided to the local host.	<ul style="list-style-type: none"> ○ Both parties will promote the event but the local host bears the main responsibility.

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<p>Agenda for program submitted to MSCEE</p>	<ul style="list-style-type: none"> ○ MSCEE will provide a draft agenda that can be amended by the local host
<p>Local host will serve as facilitator and will be trained by MSCEE virtually at a mutually agreed upon time. Also, MSCEE has online training classes for Danny Dollar and the Stock Market Game that are strongly encouraged.</p> <ul style="list-style-type: none"> ○ Danny Dollar – this in-person event requires 1+ instructor and there are lesson plans for 6-8 meetings with students of 1-2 hours each. Instructor receives copy of the book and lesson plans. Appropriate for grades 3-8. ○ Stock Market Game – this program is online and students must have access to the internet via phone, tablet or computer. We envision the instruction and participation will happen in person with the instructor facilitating the instruction on the Stock Market Game syllabus/lesson plans. The program should last 6+ weeks with each session lasting 1-2 hours each. There are online assignments students can do in advance to attending the live events if desired. Instructor received Stock Market Game Syllabus with lesson plans. Appropriate for grades 4-12. ○ Invest In Girls – the 6 lessons are online, but we expect the local host will need to bring the girls together at a set location and time to ensure full participation. Facilitator receives facilitation guide. Appropriate for girls in grades 9-12. 	<ul style="list-style-type: none"> ○ MSCEE will provide instructor training ○ Local host will provide the instruction using MSCEE provided lesson plans.
<ul style="list-style-type: none"> ○ Parents are required to complete the online registration form before the students are admitted to the program. ○ Local host confirms recruitment focused on TANF-eligible, underserved, Title I, or free/reduced lunch populations 	<ul style="list-style-type: none"> ○ MSCEE provides a link to the local host and will include it in marketing and recruiting. Local host will need to insure 10+ registrations are complete before the start date. ○ MSCEE will provide the link to registration information so that the local host can monitor registration.

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	<ul style="list-style-type: none"> ○ Local host ensures recruitment of target population.
<ul style="list-style-type: none"> ○ Materials needed for the program will be provided by MSCEE prior to the program start date. <ul style="list-style-type: none"> ○ Danny Dollar – One book for each enrolled student will be shipped to local host. Student gets to keep the book at the end of the program. ○ Stock Market Game – Workbooks required as part of the syllabus will be provided for each student enrolled. ○ Invest In Girls - Workbooks required as part of the program and a book on investing will be provided for each student enrolled. 	<ul style="list-style-type: none"> ○ MSCEE will ship the items to the local host prior to the first day of the program, after the deadline for registration.
<ul style="list-style-type: none"> ○ Local host will ensure they are reinforcing the following soft skills: <ul style="list-style-type: none"> ○ communication ○ teamwork ○ problem solving ○ decision making 	<ul style="list-style-type: none"> ○ MSCEE provides lesson plans that incorporate these soft skills. ○ Local host will teach the lesson plans.
<ul style="list-style-type: none"> ○ Snacks and drinks will be provided for each event 	<ul style="list-style-type: none"> ○ The local host will assist MSCEE in determining where to order the food and drinks so that it can be delivered to the meeting location.
<ul style="list-style-type: none"> ○ Students will be pre-surveyed at the first meeting to measure knowledge on topic before the program. 	<ul style="list-style-type: none"> ○ The link for the online pre-survey will be provided by MSCEE to the local host.
<ul style="list-style-type: none"> ○ Students must sign in at the beginning of each program. There will be a sign-in sheet for each event. 	<ul style="list-style-type: none"> ○ MSCEE will provide the sign-in sheet to the local host.
<ul style="list-style-type: none"> ○ Local host will teach the MSCEE provided content at each session and require sign-in at each event on MSCEE provided sign-in sheets that are pre-printed with registered students' names. MSCEE is available to join the local host for the first event if needed. 	<ul style="list-style-type: none"> ○ Local host
<ul style="list-style-type: none"> ○ Students will be post-surveyed at the last meeting to measure knowledge on topic after the program. This will include a confidence survey. 	<ul style="list-style-type: none"> ○ The link for the online post-test will be provided by MSCEE to the local host.

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<ul style="list-style-type: none"> ○ Students provided community resource information when appropriate. 	<ul style="list-style-type: none"> ○ MSCEE will provide the document to the local host for sharing with students.
<ul style="list-style-type: none"> ○ Closing event for each program <ul style="list-style-type: none"> ○ Danny Dollar – Entrepreneurship fair which would be attended by MSCEE and other community volunteers to celebrate the entrepreneurial success of students. Prizes will be awarded. ○ Stock Market Game – At a minimum, high performers will be invited to the annual “Future Investors Hall of Fame” luncheon in May 2027 in the metro Jackson area. Transportation support will be provided if needed. If there are many students participating in the area, we may have a local awards ceremony in December and May. Prizes will be awarded. ○ Invest In Girls – half day celebration that includes mentors, glitter, tshirts and other fun activities. Prizes will be awarded. 	<ul style="list-style-type: none"> ○ Local host and MSCEE
<ul style="list-style-type: none"> ○ Records turned into MSCEE from local host to include the following: <ul style="list-style-type: none"> ○ Attendance records (sign in sheets from each events) ○ Program photos and highlights from each event. ○ Testimonial videos from students and local hosts. 	<ul style="list-style-type: none"> ○ Local host. MSCEE can send a videographer to an event to capture testimonials.
<ul style="list-style-type: none"> ○ Stipends paid to instructors at host locations 	<ul style="list-style-type: none"> ○ MSCEE will pay this stipend upon successful completion of the program.

Note: MSCEE has a goal of reaching 25 students in each county. The minimum per program should be 10 students, but the more the better. The current funding period ends 9/30/26. MSCEE will cover all approved costs incurred thanks to support from the MS Department of Human Services. Expenses will not be reimbursed to the local host. All expenses incurred will be paid directly by MSCEE.

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Student Program Checklist	
MOU signed by both parties	
Verify appropriate county	
Program to implement determined	
Location and time secured and provided to MSCEE	
Location accessible to target population	
Background check in place with local host	
Reliable internet/device access confirmed	
Marketing materials provided to local host	
Marketing in place by MSCEE to include press release and social media	
Draft agenda provided to local host	
Final agenda provided to MSCEE	
MSCEE trained local host instructors	
Local host instructors complete online training for DD and SMG	
At least 10 students are registered prior to the program start using the MSCEE provided registration link.	
MSCEE provides community resource materials for local community to local host	
MSCEE provided student materials to local host	
Snack and drinks secured for each event	
Students take pre-survey	
MSCEE provides pre-printed sign in sheets to local host	
Local host provides community resource material to students	
MSCEE staff secured to attend launch event if requested	
Students sign in at class #1	
MSCEE provided lesson plans taught at class #1	
Students sign in at class #2	
MSCEE provided lesson plans taught at class #2	
Students sign in at class #3	
MSCEE provided lesson plans taught at class #3	
Students sign in at class #4	
MSCEE provided lesson plans taught at class #4	
Students sign in at class #5	
MSCEE provided lesson plans taught at class #5	
Students sign in at class #6	
MSCEE provided lesson plans taught at class #6	
Date set for final celebration	
Volunteers secured and documented for final celebration	
Post-survey completed by all students	

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Final celebration takes place	
Local host turns in sign in sheets to MSCEE	
Local host provides photos to MSCEE	
Local host works with MSCEE to obtain testimonials	
Final Impact Summary completed by local host and MSCEE	
Stipends paid to local host instructors	