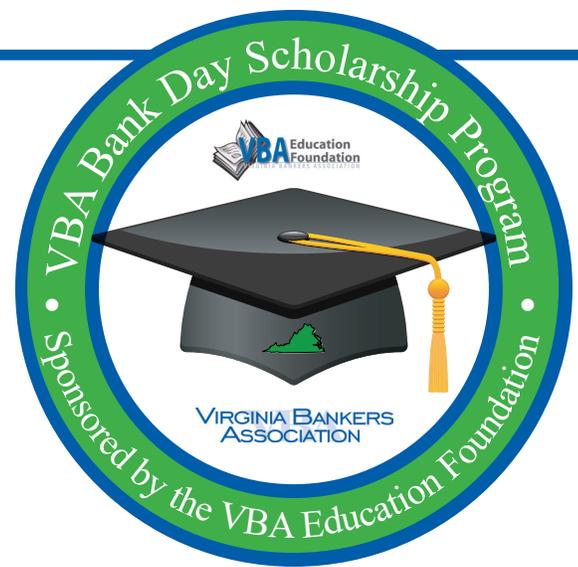


VBA Bank Day Scholarship Program

DOS AND DON'TS



Do stay in touch with the VBA! Keep us updated on your plans for Bank Day and contact us with any questions you have during the planning process - we're here to help!

Don't "sell". This is a learning opportunity for the students. If the schools get wind that there's a sales pitch involved in Bank Day, they may not send students in the future.

Do plan around your schedule. Bank Day can be held on any day, as long as you give the students enough time to write and submit their essays before the deadline.

Don't lose their attention. Keep each session to a 40-45 minute time slot and allow for breaks. Include a variety of activities for all learning styles. Try to keep your discussions somewhat connected to their world.

Do start the day with basic information. Identify goals and objectives and establish rules and guidelines. Discuss the Bank Day essay topic early in the day and mention it throughout their visit. Make sure you have enough planned to occupy their entire visit. Be personable and learn their names.

Don't talk about the same thing. If students are meeting with multiple bank employees, make sure the employees are each covering a specific topic and aren't mentioning topics over and over.

Do use a soup to nuts presentation. The VBA provides turnkey PowerPoint presentations for this purpose, which can be adapted for your bank. It will keep you on topic and allow you to cover important industry and financial literacy topics.

Don't let students get you off-topic. Redirect questions that are not on point.

Do play a game. Keep the games interactive and engaging.

Don't write the essay for them. Feel free to give tips, but the students need to write their own essays without assistance. If you read a student's essay, feel free to provide constructive feedback, but do not rework the document or essay for them.

Do be cautious of food allergies. Try to avoid giving students anything that includes nuts or chocolate. The VBA will share any dietary restriction information from the students' registration forms with the students' host bank.

Don't bash the competition. We want your students to understand the role and value of your bank as well as the banking industry as a whole.

Do enjoy yourself! The students are more appreciative than you know!