

A grayscale photograph of two women, likely a teacher and a student, looking at a laptop screen. The woman on the left is older, wearing glasses and a denim jacket, and is smiling broadly. The woman on the right is younger, also smiling, and has her hand near her face. The background is a blurred classroom setting.

Virtual Volunteer Guide

Creating Meaningful Classroom
Connections in a Virtual Environment

EVERFI

Virtual Volunteer Toolkit

Thank you for volunteering your valuable time to connect with students and bring real-world learning into the classroom! While we might not be together in person, we can still make a difference in the lives of students.

COVID-19 and the resulting school closures has radically disrupted the learning environment and visiting policies for the 2020-2021 school year. That said, teachers are still eager to have special guests join their classroom virtually to engage with students, have some fun, and bring practical, real-world discussion to their students. These engagement opportunities serve as an extension of the digital education courses that teachers are providing to their students.

This toolkit provides you with all the template resources needed to help you plan and execute a fun and impactful virtual classroom visit. While you are running this event on your own, be confident in knowing that EVERFI has provided this information for you.

About EVERFI

EVERFI empowers educators to bring real-world learning into the classroom and equip students with the skills they need for success – now and in the future. Three out of five U.S. school districts use EVERFI’s digital resources to teach topics like health and wellness, financial education, and social emotional learning. EVERFI has more than a decade of experience organizing meaningful events in schools.

The Importance of Financial Education

Today, families across the country are grappling with unprecedented financial hardships - from losing their incomes to not being able to pay their mortgages to having to cut back their budget. This systemic issue has not only been impacted by the current economic climate, but also the lack of financial education for students and consumers. Children as young as kindergarten and pre-K can benefit from curriculum designed around the foundational skills that build toward future financial literacy, including self-regulation and prioritizing future benefits over current wants.

3 Tips for Engaging with Students Virtually

Here are some tips about engaging with students that EVERFI has learned from their experience of conducting successful virtual events.

Keep it Brief

We recommend that events are no longer than 30 minutes and include transitions that allow for two-way engagement (polling, etc.) to recapture students' attention.

Make it Personal & Relatable

You may be the first person a student has met from a particular industry or from your career focus area. Share your personal story to expose students to your educational and career path. Feel free to share moments from your youth that helped lead you in the path you took. It may get them thinking about their own!

Enjoy Yourself & Have Fun

Working with students can be fun, thought-provoking, and unpredictable! It's ok to say, "I'm not sure" if a student asks a question outside of your knowledge area or to joke about technical difficulties. Smile through those moments and be ready to shift topics based on student engagement, feedback, and interest.

Sample Run of Show

Program Element	Time
<p>Event Kick-Off <i>Opening</i> Teacher to intro and welcome the customer</p> <p><i>Video/Customer Commercial</i> If available and the teacher agrees to it, showcase what your organization offers through a short highlight video or commercial.</p> <p><i>Introductions</i> Introduce yourself to the group. Use these starter questions to help the students get to know you a bit more.</p> <ul style="list-style-type: none">• How did you get started in your career?• Share a personal anecdote - (i.e. Why do you think financial education is important?)• Tell us a bit about your day-to-day responsibilities at your job. <p><i>Warm-Up Questions</i> Break the ice! Hear from the students, ask them a few of the discussion guide questions to get them thinking.</p> <ul style="list-style-type: none">• What was your favorite part of the course?• Why do you think it is important to be learning about this topic?• Name one thing you learned in the course that you are going to implement into your daily life?	5 minutes
<p>Main Program <i>(Customer Moderated)</i> <i>Activity</i> Connecting with students through a virtual activity is a meaningful way to extend their learning experience. Use the following activity guide to bring this education to life.</p> <p><i>Student/Customer Q&A</i> Leave time for students to ask questions!</p>	20-25 minutes
<p>Concluding Remarks/Farewell Be sure to thank the students and teachers for participating in the event.</p>	1 minute

Panel Discussion

The panel discussion is intended for students to have the opportunity to hear from field experts and leaders on the related course topic. This experience allows students to gain a deeper understanding of the topic through live discussion, and even explore what a potential career path in your field could look like.

Introductions:

- Tell us your name, and what your role is with the company.
- How long have you been with the company?
- What motivates you every day to do your best at your job?

Career Readiness:

- If you could go back and tell your “high school self” one thing about preparing for your future what would it be?
- 3 tips for being successful throughout life after graduation (schedule, internships, etc)
- Did you know what career path you wanted to take after high school?



Activity

Put students skills to the test through interactive and engaging games that bring course content to life. Use the questions and resources below to test their knowledge (and yours too!).

Myth or Fact (This or That)

Challenge students by scenario based questions that reinforce learnings from the course. This activity will allow volunteers to engage with students and shed expertise into the subject matter.

Directions:

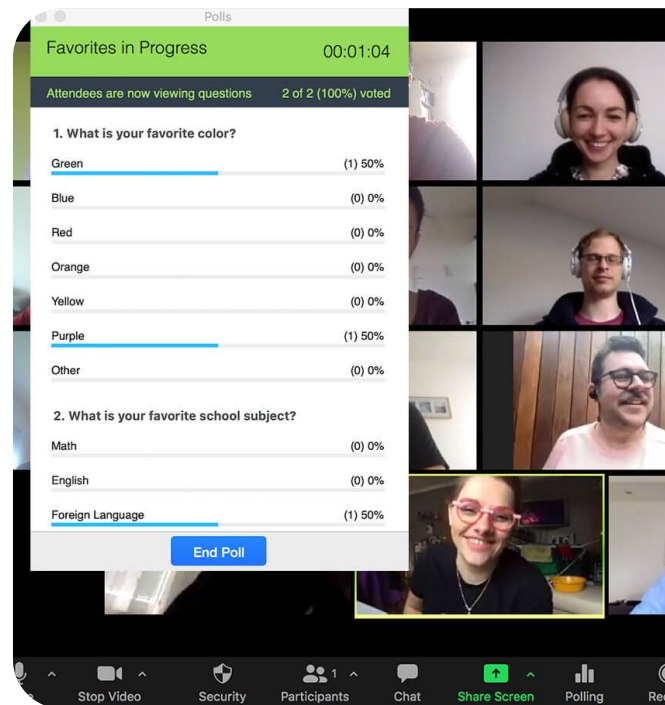
- Ask students to take out a piece of paper and write *This* on one side and *That* on the other
- Take them through a series of scenarios where they have to decide the outcome
- We encourage you to shed insight on why the answer is what it is and ask students their opinions too!

Polling

Test the students knowledge through the polling feature in Zoom and other online platforms. This tool allows you to take students through a game of trivia and multiple choice questions.

Directions:

- Create 5-8 multiple choice questions for students to answer
- Pre-load into platform
- Launch the poll live during the event
- Have students answer the questions live during the event
- Rely on the experts in the 'room' to expand upon the question after the students submit their answers



Venture: Entrepreneurial Expedition

Engaging with students through virtual activities is a fun and easy way to reinforce course learning. Looking to host students with one of the activities previously mentioned, here are useful questions and copy for different activity types by course. Use these prompts for **This or That** or **Polling** activity.

- Would you rather always be cold OR always be hot?
- Would you rather start your own business OR work your way up?
- Would you rather work alone, somewhere calm & quiet OR work with lots of people, somewhere loud & fast paced?
- Would you rather start a food truck business OR open up a restaurant?
- Would you rather hire your friends OR hire people you don't know with good experience?
- Would you rather start a company that deals with something edible OR start a company that deals with with technology?
- Would you rather pay yourself OR invest back in the business?
- Would you rather sell your business to the person who will pay you the most OR sell to the person who believes in your business?
- Would you rather work 60 hours at a job you love OR work 40 hours at a job you hate?
- Would you rather receive \$1 million now OR receive \$50,000 a year for the rest of your life?

Platform Instructions

You have many platform options when it comes to hosting a virtual event. EVERFI recommends using Zoom based on its capabilities and user experience. Follow these instructions to set up your Zoom meeting.

Setting up Zoom

- Select Webinars and then Schedule a Webinar
- Insert Event name in “Topic”
- Designate Date and Duration of webinar
- Ensure that ‘Require webinar password’ is selected
- Video: Turn OFF video for host and turn ON for panelists
- Audio: Both should be selected
- Webinar Options: Unselect Q&A (unless you want the whole group to be able to ask and see live questions coming through)
 - Select ‘Enable Practice Session’
 - Select ‘Record the webinar automatically’
- Alternative Hosts: If there is someone else from your organization that will be helping on the backend, add their email here. They must be associated with your account so if you are prompted with the message of invalid email address, add them under the User Management section
- Hit Schedule

Your webinar is now scheduled. You should now see a page that outlines all details regarding the webinar and login information. Scroll towards the bottom of the page and you will see invitations, email settings, branding, etc. All of these are customized features that you can include in your webinar, if desired.

NOTE: EVENT SHOULD NOT BE RECORDED WITHOUT WRITTEN PRE-APPROVAL AND CONSENT. EVERFI DOES NOT RECOMMEND RECORDING THESE EVENTS DUE TO STUDENT PRIVACY.

Zoom Invitations

Panelists: Add speaking participants to the panelist section. Once email is entered and saved the recipient will automatically get an email from zoom inviting them to be a panelist to the meeting. This meeting invitation is unique to the panelist and should not be shared. This gives them audio and video capabilities.

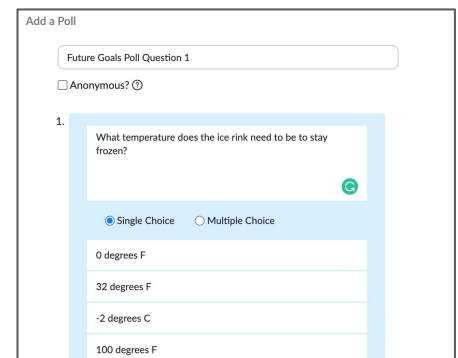
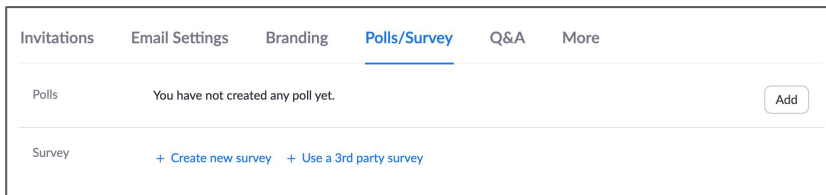
It is recommended to send this email again the evening before so it is near the top of their inbox the following day. When communicating with the host, ask them to confirm when they received the email.

Instructions for Virtual Events Using Zoom

Polling

If you would like to include a poll or trivia questions as part of your meeting, you should script and insert poll questions prior to the event. It is recommended that polling be set up so questions are asked and revealed one by one. To do this, you will need to add each question as its own poll using the following steps.

- Go to your webinar and select it
- Scroll to the bottom of the page
- Select “Polls/Survey”
- Select “Add”
- Add each question separately and save them
- During the event click Polls at the bottom
- Click the poll you would like to show from the dropdown menu
- “Launch” each poll question then select “End Poll”
- Select “Share Results” then “Stop Sharing Results”
- Click the next question from the dropdown and repeat



A grayscale photograph of a classroom where several students are seated at desks, each with a computer monitor. They are all looking intently at their screens. The focus is on a young boy in the foreground on the right, with other students visible in the background, slightly out of focus. The overall atmosphere is one of focused learning.

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