



BACKGROUND NOTES (for speaker context only)

Bank of America Environmental, Social and Governance

At Bank of America, we're guided by a common purpose to help make financial lives better, through the power of every connection. We're delivering on this through responsible growth with a focus on our Environmental, Social and Governance (ESG) leadership. ESG is embedded across our eight lines of business and reflects how we help fuel the global economy, build trust and credibility, and represent a company that people want to work for, invest in and do business with. It's demonstrated in the inclusive and supportive workplace we create for our employees, the responsible products and services we offer our clients, and the impact we make around the world in helping local economies thrive. An important part of this work is forming strong partnerships with nonprofits and advocacy groups, such as the **National Disability Institute (NDI)** and **Special Olympics**, bringing together our collective networks and expertise to achieve greater impact.

This lesson plan has been developed in cooperation with NDI and the Special Olympics, and is designed for people who have an intellectual disability, such as autism, Down syndrome, Fragile X syndrome and Fetal Alcohol Spectrum Disorder (FASD). Individuals with an intellectual disability may live at home with a parent or other caregivers. They may live on their own in an apartment or they might own their own home. Some individuals with an intellectual disability work full-time or part-time and participate in community activities both independently and/or with the support of others. Financial education is often a new topic for this audience as they may not have had access to it in school or other community-based programs.

This material assumes a low baseline understanding of financial concepts and products. We focus on learning basic skills—like saving, spending and budgeting—rather than teaching product details like checking or debit or credit cards. Based on this demographic, it is assumed that few (if any) have bank or credit card accounts in their own names. It also assumes that a parent, caregiver or mentor will be able to answer any questions, reinforce learnings and help with the day-to-day implementation of these concepts.

To support the interactive exercises, bring copies of relevant worksheets for all participants (Savings Goals & Spending Plan, Travel Spending Plan, Financial Safety Tips, depending on the session) and 5 envelopes per participant (including both students and facilitators), in addition to pens or pencils for all. The 3 lessons that make up this program will each take 30 to 60 minutes, depending on the size and composition of the audience.

SPEAKER NOTES (use only when more than one of the modules is being presented)

Hello and welcome. I am/we are happy to be with you today and share some better money habits with you. Most of us can manage money better than we do today. I/we look forward to sharing tips to help you manage your money better and work toward being more independent. Each lesson covers an important topic (select relevant topics):

1. Better ways to manage money and everyday saving and spending
2. Helpful tips on how to manage spending and saving when you're traveling
3. Financial safety and how to protect your money and your identity

In these lessons, we'll talk about:

- The difference between needs and wants
- Saving money and how to manage spending while you're at home or traveling for a vacation or an event such as a Special Olympics meet
- How to be safer with your money

Being better managers of our money can make us feel better and improve our independence. That's why learning better money habits is a good thing to do.

Spending and Saving



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SPENDING AND SAVING

Hello. Welcome to our lesson on better spending and saving habits.

Who can tell me what spending is?

<Ask for a show of hands. If hands are raised, ask audience what spending is.>

Good. Spending is **using money to buy things we need and things we want.**

Can anyone tell me what saving is?

<Ask for a show of hands. If hands are raised, ask audience what saving is.>

Saving is **not spending your money right now so you can have it in the future.**

Understanding saving and spending is important. Understanding the difference between spending and saving will help you become a better money manager.

In this lesson, we will talk about:

- Money and why it's important.
- The difference between buying what you need and spending money on what you want.
- Ways to save for things that you want.

Please raise your hand if you have any questions during our discussion today.

Let's get started!



Our first topic is **“What is money?”** Can anyone tell me what money is?

<Wait for show of hands. If hands are raised, ask audience what they think money is. “Can you show me or give me an example?”>

Good! **Money** is what we use to pay for things, including big things like a place to live and little things like snacks and treats.

How do we get money? Do any of you get money from a job? A hobby? Your parents?

<Wait for show of hands or verbal affirmation.>

Great. Let’s talk about why money is important to each of us. For example, money was important to me today because *<provide example>*.

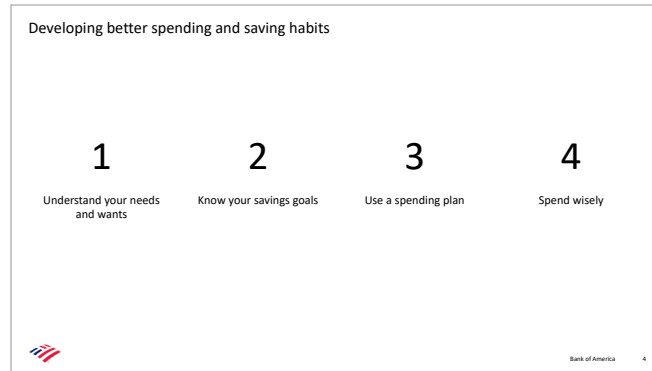
<For example: This morning I really wanted a cup of coffee. So on my way here, I stopped and picked up a cup, and I paid \$3.00. Then I had to take the bus/subway, and that cost \$2.00.>

Why is money important to each of you?

<Start discussion; engage and prompt audience. Record on easel or whiteboard and dictate what you write.>

Great. You have a lot of reasons why money is important to you. Most/all of your examples—like mine—are ways that you spend money. What do you use your money to buy?

<Start discussion; prompt audience. Record on easel or whiteboard and dictate what you write.>



Now, we're going to talk about **building better spending and saving habits**—becoming better managers of our money. Who can tell me what a **habit** is?

<Ask for input.>

A habit is something we do all the time. For example, do you make your bed in the morning? Brush your teeth before you go to bed and when you wake up?

It is important that we create some good habits in handling our money too. Would you like to have really good money habits?

<Ask for a show of hands.>

Great. We're going to learn about **four easy steps** we can all take to be better at managing our money—including our spending and savings. Here are the four steps we're going to talk about and learn to use:

1. The first step is to **understand the difference between needs and wants**. We are going to talk about what things we buy are needs and what are wants. Once we get really good at this, we'll practice with some examples!
2. The second step is to **know your savings goals**. Who can tell me what a goal is?

<Ask for input.>

A goal is something that you want and plan to reach. So, to know your savings goal, that means you need to know the amount of money you'd like to save. Maybe you want to save for something special you'd like to buy, like tickets to a sports event or a concert, a new gaming console, a vacation, a new pair of shoes, a car or even a home.

3. The third step is to **use the Saving Goals & Spending Plan worksheet**. This method helps us keep track of our spending. We'll talk more about how to use this worksheet later.
4. Finally, the fourth step is to **spend wisely**. We will talk through some tips and tricks that can help you to spend and save money wisely.

As we go through learning about these four steps, we're going to do some exercises and watch some videos. And I want to encourage you to ask questions during our discussion because others may have similar questions, and everyone will learn more as we talk through the answers.

So, any questions before we move on?



We have talked about a lot of different things that we all use our money to buy. For example,
<provide example>.

<For example: Every week I use money to buy healthy groceries for meals and a bus ticket so I can
get to work.>

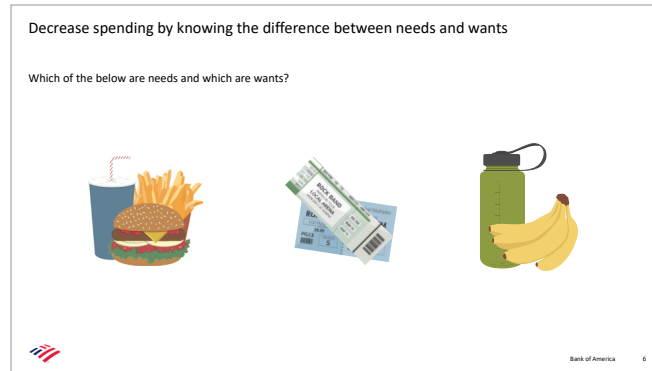
Some of the things we spend our money on are needs. A need is something you require to live.
For example, healthy food from the grocery store is a need because you need food to live.

Other things we spend our money on are wants. A want is something that you wish to have, but
don't need to live. For example, a TV is a want because you don't need to watch TV to live.

It is important to make sure you have enough money to spend on needs, before you spend any
money on wants.

<Use personal example: Personally, if I haven't spent a lot of money on my "needs," like healthy groceries,
then I'll go to a movie or dinner with friends.>

Let's practice identifying things that are needs and things that are wants.



Let's talk through some specific examples of wants and needs. Remember, **a need is something you require to live**. For example, we all need fruits and vegetables. So healthy food is a need.

A **want is something that you wish to have, but don't need**, like a fancy dessert or a video game.

So back to my healthy food example. We all need healthy food, but we don't need expensive meals from nice restaurants for every meal, right? So healthy food is a need, but expensive restaurant meals, like expensive salads, would be a want.

Can anyone think of things you spend your money on **that is a need**?

<Start discussion; prompt audience. Record on easel or whiteboard and dictate what you write. Use personal examples if needed.>

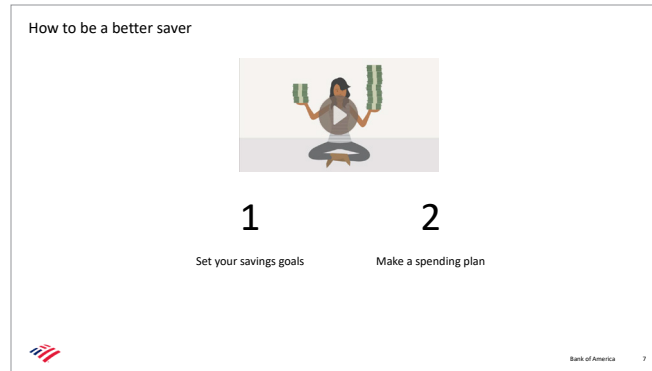
How about some examples of **things you want**?

<Start discussion; prompt audience. Record on easel or whiteboard and dictate what you write. Use personal examples if needed.>

Now, to test what we just learned, let's go through the three pictures above and decide if they are needs or wants.

- Can anyone tell me if fast food is a need or want? Why? Fast food is a want, because although you may want to eat out, you do not need to to live.
- Can anyone tell me if a ticket to the movies or a concert is a need or want? Why? Like meals out, a ticket to the movies is a want because you do not need it to live.
- Can anyone tell me if healthy groceries are a need or want? Why? Although both the fast food and the healthy groceries are food, fruit and vegetables are a need—not a want—because you need healthy food to live.

If you spend less on things you want, but don't need, you are saving money. **Saving** is an important better money habit. Now we're going to **learn about how to get better at saving**.



Now we've talked about the difference between needs and wants. And we've learned how spending less on things you want but don't need helps you save. To be a better saver, it's important to:

- Know your **savings goals**. You make a savings goal by choosing something you really want and knowing how much money it will cost. Then you can make a plan to save that money. We're going to practice setting savings goals in a few minutes.
- A **spending plan** can help you meet your savings goals. We're going to talk more about how to make and use a spending plan in a few minutes.

First, let's watch this video to learn more about the steps we can take to be better savers.

SHOW VIDEO: "Steps to Better Money Management" (3:25)


<https://bettermoneyhabits.bankofamerica.com/en/saving-budgeting/steps-to-better-money-habits>

What is something you'd like to save for?

Saving more will get you to your savings goals faster.

SAVINGS GOALS	COST
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____

Your savings goals might include sporting events, vacations or dining out.



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There may be some things we want to buy that we don't have money for right now. So let's think about saving and things you might be saving up to buy <provide example>.

<For example, something I'm saving up for is a new bike. I had a great, blue bike for many years, but it was stolen. Now I'm saving up for a mountain bike so I can go up in the hills on my bike.>

What are some things that you are all saving for? Or what are some things that you want to save for?

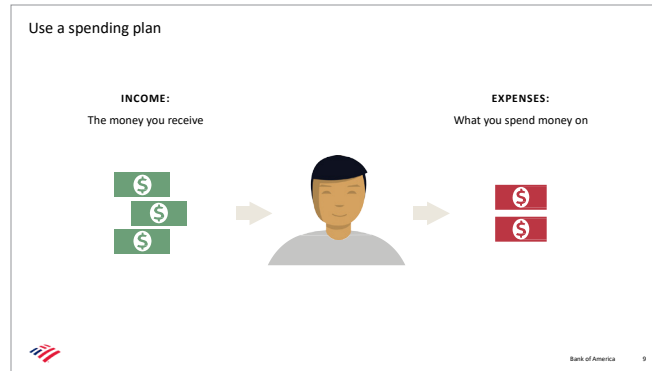
<Start discussion; prompt audience. Record on easel or whiteboard, if possible.>

<After answers, prompt with: How much do you think that will cost?>

Those are great **savings goals!** Let's write those down so we remember them.

<Have audience write down savings goals.>

Next, we'll talk about more ways we can spend less and reach our savings goals.



Now that we've talked about the things we want to use our money to buy, let's talk about how we get money. Does anyone know what **income** is?

<Wait for show of hands. If hands raised, ask audience what income is.>

Great! **Income is the money that you receive.**

<Prompt audience with personal example: For example, my income comes from my job (working at a bank).>

What are some of the ways you get your income or money that you spend? Remember, even if you don't receive a paycheck, you could get money in other ways. You could get money by receiving an allowance from your parents or from Benefits like **Supplemental Security Income (SSI)** or **Social Security Disability Insurance (SSDI)** from the government.

Now that we've talked about income, or the money that we have to spend, let's cover expenses. **Expenses** are what you spend money on—whether it's for a need or a want.

<Prompt audience with personal example: My expenses are things like the groceries that I buy each week and the movie tickets I buy when I go to the movies with friends.>

What are some of your expenses or things that you spend money on?

<Start discussion; prompt audience. Record on easel or whiteboard.>

Those are great examples. Does anyone have any questions before we move on?

NOTE TO PRESENTER:

You should not answer or address any questions on benefits. Instead, refer them to their parent, caregiver, someone they trust or the Social Security Administration. You can mention the Work Incentives Planning and Assistance Program (WIPA) is a good resource that provides guidance on SSA benefits and work incentives for beneficiaries. The following site provides information on how to locate a WIPA provider: <https://www.ssa.gov/work/WIPA.html>

Write down your monthly income and expenses

SPENDING CATEGORY	PLANNED SPENDING	ACTUAL SPENDING
Monthly Income		
Salary		
Benefits		
Other		
Total Income (Sum of rows above)		
Monthly Expenses: Food		
1. Groceries (groceries only)		
2. Dining out/Alcohol/Drugs		
Monthly Expenses: Personal		
1. Movies & music		
2. Haircuts, beauty, gym, etc.		
3. Personal products/hobbies		
Monthly Expenses: Transportation		
1. Public transportation		
2. Public car (rental/mileage)		
3. Taxi, Uber, Lyft		
4. Other transportation		
Total Expenses (Sum of all rows in red)		
Total Savings or Loss		
(Subtract Total Expenses from Total Income)		

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Let's talk about how to make sure we don't spend too much. If you spend too much of your money on little things, you will not have enough money saved to buy the big things you want, like *<provide example based on the things the audience said they would like to save for, during the previous slide's discussion>*.

One of the ways to make sure you don't spend too much is to make a spending plan. Can anyone tell me what a spending plan is?

<Wait for show of hands.>

Good! A **spending plan** is when you write down your income—the money that you have to spend—and your expenses—the money that you do spend. Has anyone made a spending plan before?

<Wait for show of hands. If hands are raised, call on audience members and ask if they have practiced making a spending plan before.>

<Point to slide.> This is the Savings Goals & Spending Plan worksheet. To be sure you get the most out of this worksheet, you can also practice filling this out at home with your parent or caregiver. This will help you to gain a better idea of what money you have and how much money you can save.

The three columns of the spending plan section of the worksheet are:

- Spending category, which lists the things you spend money on.
- Planned spending, where you write down how much you think those things cost.
- Actual spending, where you write down how much those things actually cost.

Let's fill out this worksheet together to learn how to become better managers of our money. Let's see if we'll have the money to reach our savings goals!

<Distribute the Savings Goals & Spending Plan worksheets and fill out spending category and planned spending sections as a class, if time permits. Depending on the audience size and composition, this may take 15 to 30 minutes.>

Tips for saving more money

SPENDING CATEGORY	PLANNED SPENDING	ACTUAL SPENDING
Monthly Income		
Salary		
Benefits		
Dividend		
Monthly Income (sum of rows above)		
Monthly Expenses: Food		
Groceries		
Restaurant		
Food of home food		
Monthly Expenses: Personal		
Clothing & shoes		
Hobbies, sports, games, etc.		
Personal products/hobbies		
Other		
Monthly Expenses: Transportation		
Public transportation		
Public car (share/rental)		
Taxi, Uber, Lyft		
Other transportation		
Other		
Total Expenses (sum of all rows in red)		
Total Savings or Debt		
Indicates Total Expenses from (Total Income)		

Keep track of your actual spending.
Write down everything you spend money on each day.
At the end of each week, total it up and see how you did.

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We have talked about some of the things that we spend our money on. We also learned how some of the things we buy are things we need to live and others are things we just want to have.

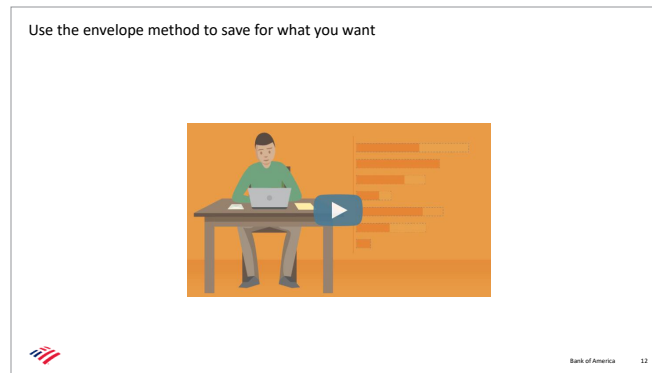
Now we're going to talk more about tracking our spending to help make sure we do not spend too much money on wants so that we can meet our savings goals.

One way to make sure we have enough money left to save is to keep track of how much we spend each day. You can do this by writing down everything you spend money on each day in the “actual spending” section of your spending plan worksheet.

<Provide personal example of a time you spent money today. Record on whiteboard or easel.>

<For example: On my way here I stopped and picked up an extra-large cup of coffee, and I paid \$4.00. That is an example of something I would want to write down in my spending diary. I also had to pay a \$1.00 toll on the freeway when I drove here. I should write that down too. So if I don't spend any more money today, then my total spending for today is \$5.00.>

What's important is that you do not spend more than you have, which will help you meet your savings goal.



Now we are going to practice another way to save money called the envelope method. In a moment, I am going to hand out three envelopes to each of you. I'd like you to write down three types of things that you spend money on each week. For example, I spend money on food, personal expenses, like entertainment, and transportation every week.

<Write one category on each envelope and show the audience.>

I want to make sure I don't spend more than \$35 *<or other amount>* on food, \$15 *<or other amount>* on personal expenses and \$10 *<or other amount>* on transportation each week so that I can meet my savings goal. I am going to write \$35 *<or other amount>* on the envelope that I can spend on food, \$15 *<or other amount>* on the envelope that I can spend on personal expenses and \$10 *<or other amount>* on the envelope I can spend on transportation.

<Write each of the three amounts on the corresponding envelopes and show the audience.>

The next thing I do is put the amount of money that I wrote on the front of the envelope inside it. Once I put money in the envelope, I cannot take it out unless it is for something that matches what's written on the envelope. And, once I don't have any more money in the envelope, I can't spend any more on that category for the week. This helps make sure that we aren't spending too much money on things we do not need.

So here's my food envelope. Can anyone tell me some of the things it would be OK for me to use the money in that food envelope to buy? Why?

Good. What are some things that I should not use the money in my food envelope to buy? Why not? Great work. Now I want you all to try!

<Hand out envelopes and walk around helping the audience to complete the exercise. For 3 to 5 participants, allow 10 to 15 minutes.>

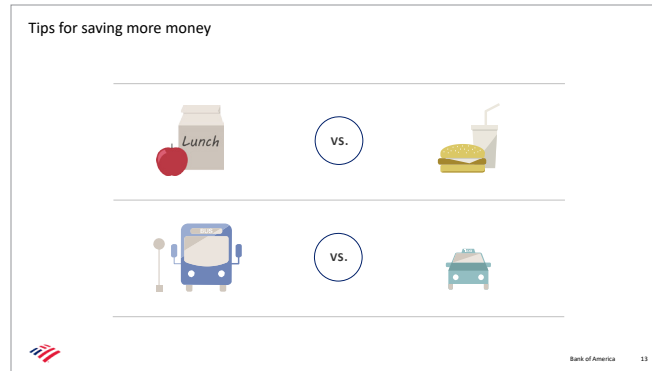
Great job practicing the envelope method. This is something you can all practice at home too. Now, let's watch a video to learn more about the envelope method and how it can help you be a better saver!

SHOW VIDEO: “Options for People Who Don’t Like to Budget” (4:33)

<https://bettermoneyhabits.bankofamerica.com/en/saving-budgeting/how-to-money-management-better>

NOTE TO PRESENTER:

The envelope method is when you assign specific cash amounts that can be spent on different spending categories each week (or month). First, you decide how much cash you need each week for your different spending categories (for example, \$100 for groceries, \$50 for fun activities, etc.). Next, write each category and the amount you can spend on each category on separate envelopes. Then, place the predetermined amount of cash into each envelope. This money should not be spent on anything other than the category indicated on the envelope. This method of budgeting allows you to see exactly how much money you have left in the different spending categories of your budget based on the amount of cash that remains in each envelope. Extra money at the end of each week can be put into savings or spent on wants.



Remember when we talked about needs vs. wants a few minutes ago?

<Wait for show of hands or verbal affirmation.>

Good! Does anyone remember what a need is and what a want is?

<Wait for show of hands. If hands raised, ask audience members what needs and wants are.>

Great job. A **need** is something you **have to have to live**. A **want** is something that you **wish to have, but don't need**. It is important to spend your money on the things you need, before you spend money on the things you want.

Spending less money on wants can also help us to save more money. Let's take a look at the picture examples above. So, for lunch, do you think it is better to bring a healthy bagged lunch from home or to spend money on fast food from a restaurant? Why?

<Start discussion; prompt audience.>

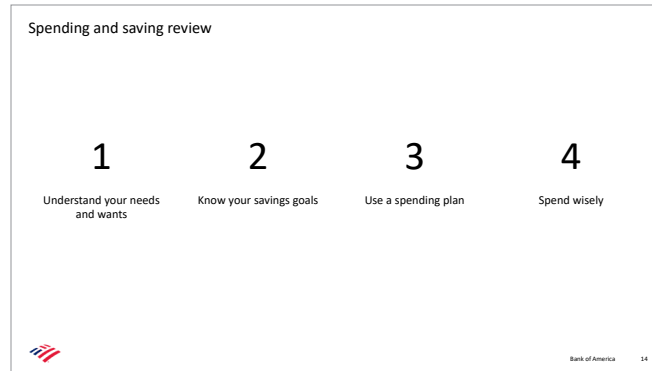
Good. It is better to bring a healthy lunch from home. We all need to eat to live, but we don't need to spend money on junk food or expensive food—like fast food—to live. Let's try another example. If you need to take a trip somewhere close by, do you think it is better to take the bus or a taxi? Why?

<Start discussion; prompt audience.>

Good. This is a tricky one. Although you need to be able to get from place to place, you do not need to take an expensive ride like a taxi. Can anyone think of any other ways you can save money by spending less money on wants?

<Wait for show of hands; prompt audience with personal examples if necessary. Record answers.>

Great. Now we are going to review what we have learned today about everyday spending and saving.



Great work today. We just talked about four easy steps you can use to be better at managing your spending and saving.

1. The first step we talked about today is **understanding the difference between needs and wants**. Remember, needs are something you require and wants are things you wish to have.
2. The second step is to **know your savings goals**. A savings goal is the amount of money you'd like to save for a specific activity or thing. The less you spend on wants, the more money you'll have to reach your savings goals.
3. The third step is to **use the Savings Goals & Spending Plan worksheet**. This method helps you understand your income and expenses so you can keep track of your spending and make sure you aren't spending too much money on things you want.
4. Finally, the fourth step is to **spend wisely**. Some examples of spending wisely include using the envelope method and finding ways to save, like eating a healthy bagged lunch instead of spending money on expensive lunches. Can anyone think of any other ways they can spend wisely?

It is important to practice these steps at home to learn how to balance spending and saving and become really good at managing money.

Does anyone have any final questions?

<Pause for questions.>

Great work today!

Spending and Saving While Traveling



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SPENDING & SAVING WHILE TRAVELING

Today, we are going to talk about spending and saving while traveling. How many of you like to travel?

<Wait for show of hands or verbal affirmation.>

I like to travel too. When traveling, I sometimes spend more than I should on things like souvenirs and meals at nice restaurants. If I spend more than I should when I travel, I don't have as much money when I come home. It's important to spend wisely when you travel so you don't run out of money.

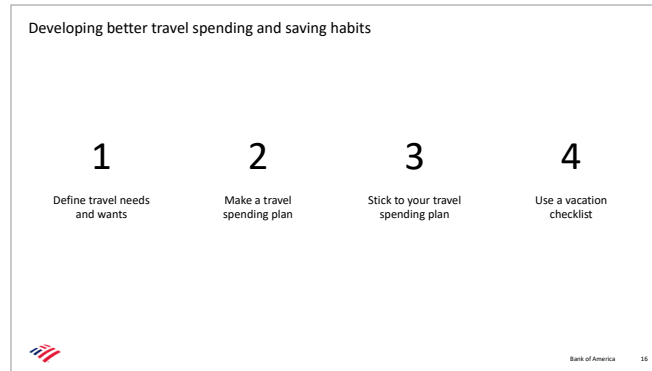
As Special Olympics athletes, you probably travel to compete at meets or even to practice with coaches. So being good at spending wisely while traveling is really important for you.

To become good at travel spending, we will talk about:

- Why it's important to know the difference between needs and wants when you travel
- How to make a travel spending plan for your trip
- Tips for saving money when you travel

Just raise your hand if you have any questions.

Let's get started!



We're going to talk about how to keep your spending on track when you travel. Often when people travel, they spend more money than when they're at home. When you travel *<as many of you do when you go to Special Olympics events>*, there are many times you might spend money that you wouldn't on a typical day at home.

Can you think of some things you might be more likely to spend money on when you're on a trip?

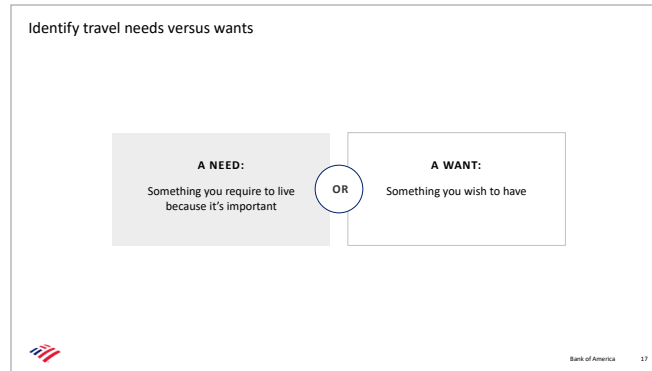
<Start discussion; prompt audience. Record on easel or whiteboard.>

<Use personal example, if needed: Usually when I'm at home, I eat a bowl of cereal and fruit for breakfast, but when I'm on vacation, I go out for a big breakfast almost every morning. I order eggs and hot chocolate and pancakes ... and more!>

I can tell you all have a good time when you travel. And your examples show why it's important not to spend too much money when you travel. Here are 4 steps we're going to learn about that will help you keep your travel spending on track:

1. **Define travel needs and wants.** Once we talk about the difference between needs and wants, we'll talk about what things you *need* to buy, like healthy food, and what things you *want* to spend money on, like sightseeing and souvenirs.
2. After we talk about the things we are going to buy when we travel, you can then **make a travel spending plan**. We will fill out this travel spending plan later on in our discussion.
3. Next, we'll talk about ways to **stick to your travel spending plan**. We will talk through some tips and tricks of how to save money that will help you save money while you travel.
4. Finally, **use a vacation checklist** to prepare for your trip. We'll talk about things you can do to make sure you are as ready for your trip as possible.

Feel free to raise your hand if you have any questions. Let's get started!



Let's start by understanding the difference between needs and wants.

Some of the things we spend our money on are **needs**.

A need is something you require to live. For example, when you travel far away, a hotel is need because you have to have a place to stay.

Other things we spend our money on are **wants**.

A want is something that you wish to have, but don't need to live. For example, souvenirs are wants because you don't need them. They're just fun to have.

To be good money managers, it's important to understand the differences between needs and wants, so you can spend less on your wants to save.

To see if you all are getting the hang of the differences between needs and wants, let's do a quick quiz on which travel items are needs and which are wants. Don't worry, it's not graded!

When you travel, which of the following are needs and which are wants:

- Souvenirs?
<Answer: This is a want, because although it's nice to get souvenirs and gifts for friends and yourself, you don't need them to live.>
- Treats like ice cream or coffee drinks?
<Answer: Although ice cream and treats are food and you need food to live, treats are a want because you need healthy food to live, not sweets.>
- A bus or plane to get where you are going?
<Answer: This is a need to get to wherever you are traveling!>
- A bottle of water?
<Answer: This is a need because you need water!>
- A nice dinner?
<Answer: This is a want because there are cheaper ways to get food.>

- A hotel?

<Answer: This is a need because you need a place to stay. However, a very nice and expensive hotel would be a want.>

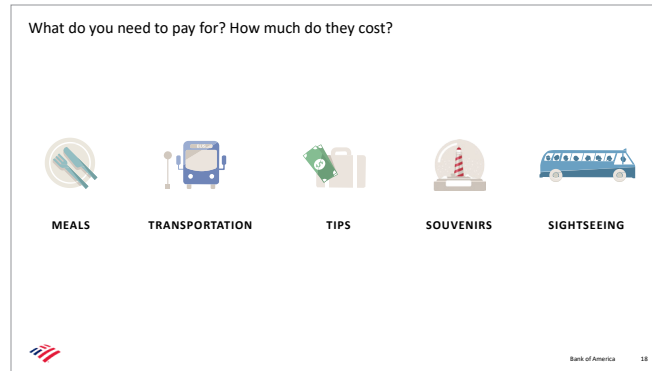
- A subway or bus ticket?

<Answer: This is a need to get around the city or wherever you are traveling. Public transportation, which is the bus or subway, is also most likely the most inexpensive way to travel.>

- Sunblock?

<Answer: This is a need so you don't get sunburned!>

Does anyone have any questions on needs or wants before we move on?



Let's talk some more about how to **define travel needs and wants** so you have enough money to cover your travel expenses.

<Point to slide.> This slide shows pictures of some things that many people spend money on when they travel. Do you recognize anything here that you've spent money on when you travel? How many of you have taken a bus on a vacation or to a Special Olympics trip?

<Start discussion; prompt audience.>

How about this one? <Point to meals.> Have any of you had a really good meal at a restaurant when you were on a trip?

How about this? <Point to tips.> Does anyone know what this one is?

Explain the concept of "tips" as needed:

Tips are money given to someone who serves your meal at a restaurant or carries your bag in a hotel as a reward for their services. Tips are commonly given to servers in restaurants and housekeepers in hotels. The amount you choose to tip depends on the quality of the service and, sometimes, the culture of the location. But, as an example, you might give \$1 to a bellboy who carried your suitcase to your room.

NOTE TO PRESENTER: *The concept of percentages is likely more complex than is appropriate to cover in this presentation.*

So I'm going to ask you each to think about a trip you've taken recently—or a trip you would like to take. Do you all have a trip in mind? Tell me one thing that you spent money on during your trip.

<Start discussion; prompt audience. Record on easel or whiteboard and dictate what you write.>

<Follow up with each: And do you remember how much that cost? Assess group capabilities; this element of the exercise can be eliminated if too difficult or time-consuming.>

That's a great list. Look at all the things we spend money on when we travel.

Some of these are **needs**.

<Pick one example such as a bus to a meet or a plane to a more distant location.>

Some of these are things we don't have to buy, like *<highlight example such as a souvenir or a trip to an amusement park>*. These are things or experiences we **want** to buy.

A travel spending plan can help you manage your travel wants and needs

SPENDING CATEGORY	PLANNED SPENDING	ACTUAL SPENDING
Money I can spend while traveling: \$		
SPENDING: Food		
Breakfast	\$	\$
Lunch	\$	\$
Dinner	\$	\$
Snacks	\$	\$
Treats	\$	\$
SPENDING: Transportation		
Gas	\$	\$
Train	\$	\$
Off-roading & other fun events	\$	\$
Other	\$	\$
SPENDING: Entertainment		
Gifts	\$	\$
Books	\$	\$
Other	\$	\$
SPENDING: Other		
Gifts	\$	\$
Books	\$	\$
Other	\$	\$
Total Spending		
Sum of all planned or actual	\$	\$
Total Savings or Loss (subtract Total Spending from Travel Money)		
	\$	\$

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As we just discussed, it's important to know the difference between needs and wants when we travel, so we can plan for our wants, so we don't run out of money!

We all have different needs and wants when we travel. Some people spend most of their travel money on sightseeing, attractions and museums. Others would rather spend their travel money on nice dinners.

<Prompt audience with personal example: I know when I travel to a new place, I like to visit free landmarks and museums so I have enough money for a few nice dinners.>

Does anyone know what a travel spending plan is?

<Wait for a show of hands. If hands are raised, call on audience members and ask what they think a travel spending plan is.>

Great. A travel spending plan helps you think about what you will spend money on during your trip.

<Point to the slide.> Here is a Travel Spending Plan worksheet. To be sure you get the most out of this worksheet, you can also sit down with your parent or caregiver and fill this out. This will help you think through what money you have for your trip and how much money you can save.

<Distribute the Travel Spending Plan worksheets.>

Can everyone find the spending category section? <Show of hands.> Great. The spending category section lists the types of things people buy or spend money on when they travel, such as food, entertainment and transportation. Can you find anything listed here that you would usually buy on a trip?

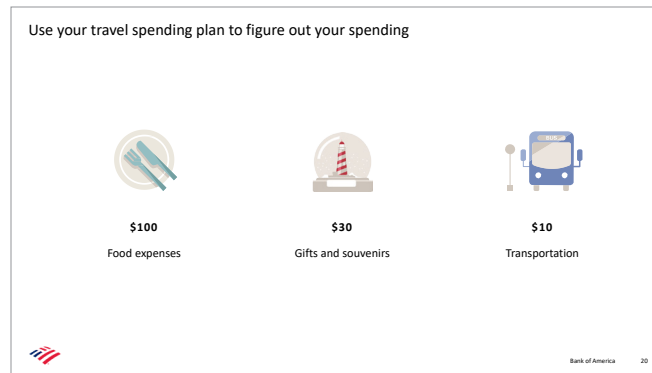
<Provide example. For example, on here I see breakfast, lunch, dinner, snacks and treats under the food section. When I travel, I like to pack lunch but eat a nice dinner at a restaurant. On here I also see museums under the entertainment section. When I travel I love to go to museums!>

Can anyone think of something that they like to buy or need to buy when they travel that isn't listed in the spending category?

<Wait for a show of hands. If hands are raised, call on audience members and ask them what they like to spend money on during vacation that isn't listed in the Travel Spending Plan worksheet.>

If there is something you like to buy when you travel but you don't see it listed in the spending category section, you can write it down next to "other."

Does anyone have any questions before we fill out the next section of the Travel Spending Plan?



Once you know what things you are going to spend money on, the next step is knowing how much each of those things cost. The next section is the planned spending section. This is where you write down how much you plan to spend on the things you will buy in the spending category. *<Provide example.>*

<For example, in the “Other” section I see gifts and souvenirs. When I travel I like to buy a souvenir for myself as well as a gift for my parents. I want to spend about \$5 on a souvenir for myself and \$10 on a gift for my parents.>

<Poll audience: Does anyone like to buy a souvenir when they travel? How much do you like to spend on souvenirs?>

Unlike a bus ticket, airplane ticket or a hotel, once on your trip, you can control how much you spend on things like meals, transportation and souvenirs.

If there is something in the spending category section that you buy or like to buy, fill out how much you think it will cost in the planned spending section. If there is something that you like to buy when you travel but you don’t see it listed, then fill it in under “Other” and then fill out how much you think it costs in the planned spending section.

<Fill out spending category and planned spending section as a group.>

Great! Does anyone have any questions before we move on?

Review your travel spending plan

SPENDING CATEGORY	PLANNED EXPENSES	ACTUAL EXPENSES
Money I can spend while traveling \$		
Meals		
Breakfast	1	1
Lunch	1	1
Dinner	1	1
Snacks	1	1
Drinks	1	1
Travel Expenses		
Transportation	1	1
Accommodations	1	1
Spending & other fee events	1	1
Other	1	1
Travel Expenses		
Transportation	1	1
Accommodations	1	1
Spending & other fee events	1	1
Other	1	1
Travel Other		
Gifts	1	1
Personalities	1	1
Tips	1	1
Other	1	1
Total Spending		
Total Budgeted or Less	1	1
Expenditure Total Spending from (Travel Money)	1	1

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Now let's review the **travel spending plans** we've made.

<Use personal example: For me, I spent the most money in food and the least in entertainment. Did anyone else spend the most in food as well?>

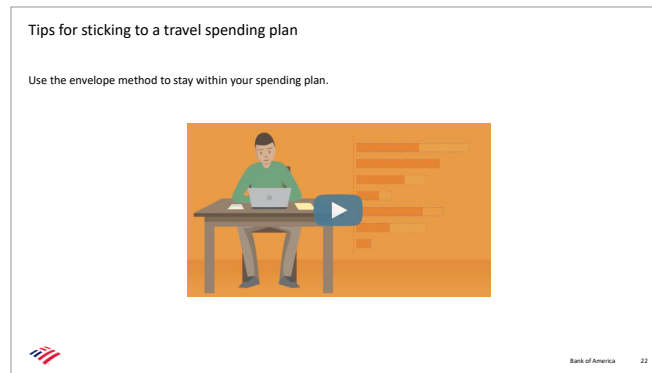
I guessed that each lunch would be around \$15. How much did everyone guess other meals would cost?

<Start discussion; prompt audience. Record on easel or whiteboard and dictate what you write.>

That's great! I hope you all feel like you have a better handle on how much things cost when you travel and how much you want to spend in each travel category.

The next step would be to write down your **actual spending** during your trip. See the section that's highlighted in the blue box? That's where you can write down what you actually spend money on and how much those things cost you to buy.

Does anyone have any questions about their travel spending plan before we move on?



Even if we plan ahead before we travel, it can still be difficult not to overspend. Remember, we don't want to spend too much money on our wants when we travel and run out of travel money! So now that you have made your travel spending plan, you can stick to your planned spending by using the envelope method. In a moment, I am going to hand out four envelopes to each of you. I would like you to write four types of things that you spend money on when you travel. For example, I spend money on food, entertainment, transportation, and other things, like tips and souvenirs, when I travel.

<Write each of the four categories on an envelope and show the audience.>

I want to make sure I don't spend more than \$35 *<or other amount>* on food, \$15 *<or other amount>* on entertainment, \$5 *<or other amount>* on transportation and \$15 *<or other amount>* on other items, like tips and souvenirs so that I won't overspend on my vacation. I am going to write these amounts on the corresponding envelopes.

<Write each of the four amounts on the corresponding envelope and show the audience.>

The next thing I would do is put the amount of money I wrote on the front of the envelope inside the envelope. Once I put money in the envelope, I cannot take it out unless it is for something that falls under the category written on the envelope. This helps us make sure that we aren't spending too much money on things we do not need. So can anyone tell me some of the things that it would be OK for me to use the money in the food envelope to buy? Why? What are some things that I should not use the money in my food envelope to buy? Why not? Great work. Now I want you all to try!

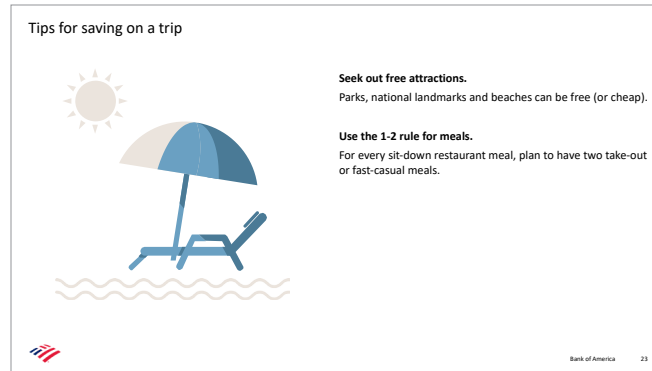
<Hand out envelopes and walk around helping the audience to complete the exercise.>

SHOW VIDEO: "Options for People Who Don't Like to Budget" (4:33)

<https://bettermoneyhabits.bankofamerica.com/en/saving-budgeting/how-to-money-management-better>

NOTE TO PRESENTER:

The envelope method is when you assign specific cash amounts that can be spent on different spending categories each week (or month). First, you decide how much cash you need each week for your different spending categories (for example, \$100 for food, \$50 for tourist attractions, etc.). Next, write each category and the amount you can spend on each category on separate envelopes. Then, place the predetermined amount of cash into each envelope. This money should not be spent on anything other than the category indicated on the envelope. This method of budgeting allows you to see exactly how much money you have left in the different spending categories of your budget, based on the amount of cash that remains in each envelope. Extra money at the end of each week can be put into savings or spent on wants.



You may have realized that the money that you put in your envelopes may not be enough to buy everything you want, so it's important to find ways to save. Let's talk about some great ways to save money during your trip, that won't require any pen or paper!

- **Seek out free attractions.** This can include going to parks, national landmarks or beaches during your trip. Before you leave, you can also look into which museums are free or cheap. Of course, if there is a museum or attraction that you really want to go to that isn't free, you should still go! Just remember to keep track of your spending.
- **Use the 1-2 rule for meals.** This means that for every sit-down restaurant meal, you should think about having two take-out or fast-casual meals. For one meal you could even go grocery shopping and picnic outside! Again, if you want to go out for a nice meal on vacation, and you have the money for it, go for it! But if you'd rather spend money on sightseeing and attractions than nice meals, the 1-2 rule could be for you.

Does anyone have other ways they save money when they travel? How about ways you get around when you travel? Do you take taxis, public rideshare cars or public transportation?

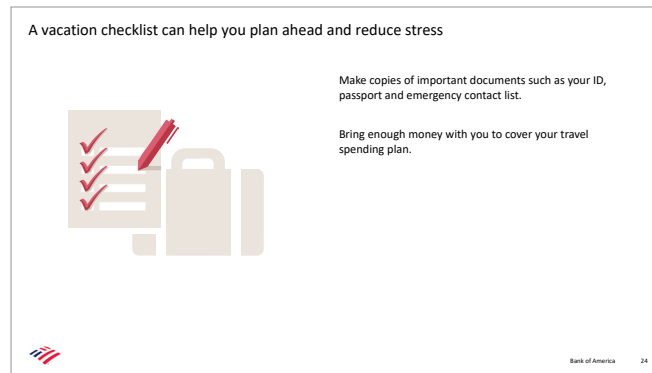
<Start discussion; prompt audience. Record answers on easel or whiteboard and dictate what you write.>

<Provide personal example: Whenever I travel, I look up the city's public transportation before I leave, especially how to get from the airport to my hotel.>

Do any of you use public transportation regularly? When?

<Start discussion; prompt audience. Record answers on easel or whiteboard and dictate what you write.>

Public transportation can often be the cheapest way to get around. Now that we've talked about some tips and tricks to save when you travel, let's talk about how to plan for your trip so you can potentially save even more! Before we move on, does anyone have any questions?



It can be very busy leading up to a trip, with packing and making sure you are ready for your trip. So it's a good idea to make a checklist to help you reduce stress and make sure you don't forget anything. Does anybody make a checklist of things to pack before they travel? Similar to a checklist of things to pack, you can make a checklist of things to do before you leave. Can anyone think of anything they'd put on their checklist?

<Record answers on easel or whiteboard and dictate what you write.>

Some of the things you could put on your checklist to do before you leave include:

- Making copies of important documents like your ID, passport or emergency contact list. If you are traveling within the U.S. and have an ID, you may not need a passport. Does anyone here have a list of emergency contacts? If you travel, you should know the numbers of people you would call in an emergency.
- Bringing enough money with you to cover your spending plan. This can be in the form of cash, checks or making sure you have enough money in your checking account. When I travel, I make sure I bring enough cash but not so much cash that I'd be in serious trouble if it was stolen.

Now that we've gone through some examples of things to put on a checklist, does anyone have anything else they could add to this checklist?



Now let's review everything we just went over.

- The first step of spending and saving while traveling is to **know your travel needs and wants**. Raise your hand if you remember when we talked about meals, transportation and tips. Great. Some things we spend our money on when we travel are needs and some are wants. Knowing the difference between needs and wants will help you spend less on wants and save more money.
- The next step is to **make a travel spending plan**. Does everyone still have this worksheet with them? Raise your hand if your spending plan helped you figure out how much you spend.
- The third step is to use the tips and tricks we talked about before to help you **stick to your travel spending plan**. Does anyone remember one spending tip we learned in this section? Some tips we talked about include looking for free attractions when you travel, like parks, landmarks or beaches. Can anyone think of a free attraction they've been to? Another tip we talked about is eating in some meals, meaning you don't eat every meal at a nice restaurant. When I travel, I like to pack my lunches but eat at a nice restaurant for dinner.
- Finally, the last step is to **use a vacation checklist**. Check you are bringing enough cash or checks or have enough in your checking account. Whatever way you are planning to pay for your trip, make sure you have enough money to pay that way!

Great job with this discussion, everyone! Would anyone like to share anything they learned about spending and saving while traveling?

Great. Thank you for all your hard work today!

Money and Identity Safety



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MONEY & IDENTITY SAFETY

Now, let's talk about money safety. Money is important because you pay for items you need and buy fun things like treats and vacations with it. But you have to be careful to keep your money safe.

Today, we will be discussing:

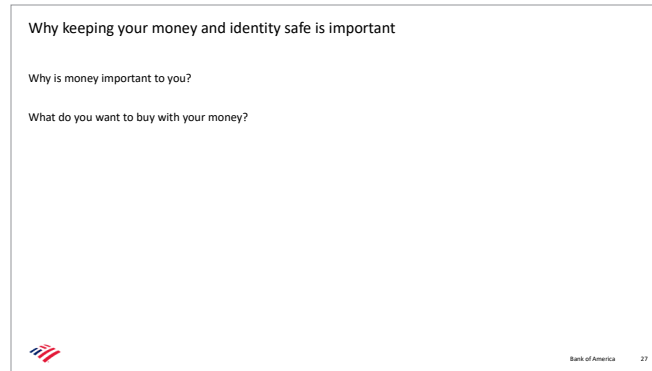
- Different forms of stealing
- What “old-fashioned stealing” and pickpocketing are
- Some ways to tell if someone is taking advantage of you
- What not to share online
- What identity theft means

Does anyone have any questions before we move on? Great, let's get started!

NOTE TO PRESENTER:

The person responsible for an individual with an intellectual disability may not always be a parent. For this reason, we use the language “parent, caregiver or someone you trust” throughout this section. Please adjust if you have knowledge of the audience to inform a more specific choice of language.

Also, when asking audience members about their experiences with money and identity safety, language such as “Have you known someone who this has happened to?” can be more effective than asking them to share personal experiences.



Before we get into the details of identity and money safety, let's review why it's important.

Money is what we use to pay for things, including big things like a place to live and little things like snacks and treats! Would anyone like to share **why money is important to you?**

<Start discussion; prompt audience. Record on easel or whiteboard, if possible, and dictate what you write.>

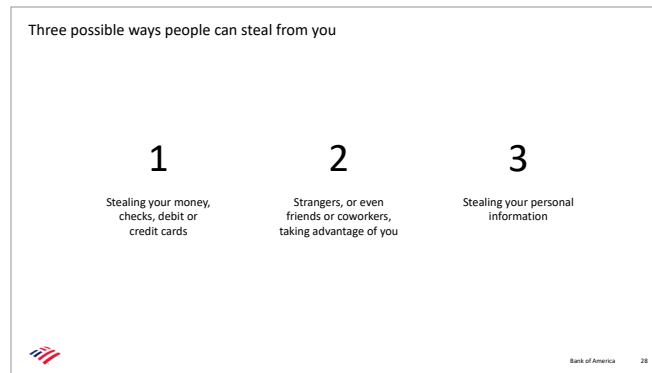
Great. You have a lot of reasons why money is important to you. Most/all of your examples—like mine—are ways that you spend money.

What do you use your money to buy?

<Start discussion; prompt audience. Record on easel or whiteboard and dictate what you write.>

Personally, I like to buy vacations, meals and movie tickets with my money. Does anyone else like to use their money to buy those things? What other things do you like to buy?

Identity and money safety are important because if someone steals your money, you may not be able to buy or do the things you wanted to with your money.



Now, let's talk about the different ways people can steal from you.

1. First, someone can steal your money, checks, debit or credit cards by **taking your purse, wallet or even your mail**. This kind of theft is what most people think of when they think of stealing. To prevent people from taking your money, remember to always keep track of your valuables and to not leave them out where someone could take them. So don't keep your wallet in your back pocket where someone could easily take it!
2. The second form of stealing is when **people trick you** into giving them money. In this discussion, we will explain some of the ways that people could take advantage of you and how to protect yourself from this kind of stealing.
3. The third form of stealing is when someone steals information about you (like your birthday, Social Security number or credit card number) and pretends to be you. This is called **identity theft**. Can anyone tell more about what identity theft is? *<Wait for show of hands.>* First, someone would take your information like your credit card number. They could take your card number without taking the actual card. For instance, if you go to the gym and leave your wallet in a locker, they could write down your credit card number without stealing anything. Once they have information like your credit card number, and maybe even get your passwords too, they can pretend to be you and do things like use your cards or even apply for things like a credit card in your name. We're going to talk about how you can prevent identity theft by taking care not to let your personal information fall into the hands of people you don't know.

Now, we're going to talk about each one of these and discuss how to protect yourself from each of these types of stealing.



The first form of theft we will talk about is old-fashioned stealing. This is when someone steals your money, checks, debit or credit card by taking your wallet, purse or mail from you. This form of theft is what most people think of when they think of stealing.

To prevent someone from stealing your wallet or purse, make sure you never leave your valuables unattended. When you are traveling, make sure your wallet is in a bag that is closed securely or zippered pocket so you won't be pickpocketed.

Does anyone know what pickpocketing is?

<Pause for show of hands.>

Good. That's when someone takes your wallet out of your pocket or your bag without you noticing. Remember, always make sure your wallet is in a closed bag when traveling; don't keep your wallet in your back pocket or open pocket.

To stop someone from stealing mail that could include a new credit card, debit card or checkbook, make sure that your mailbox is secure. My mailbox needs a key to open it.

Does anybody know if their mailbox needs a key to be opened?

<Pause for show of hands.>

People can also steal your mail through your trash. If you have to throw away mail that has your personal or bank information on it, like your bank account number or Social Security number, you should shred it or tear it up before you put it in the trash.



NOTE TO PRESENTER:

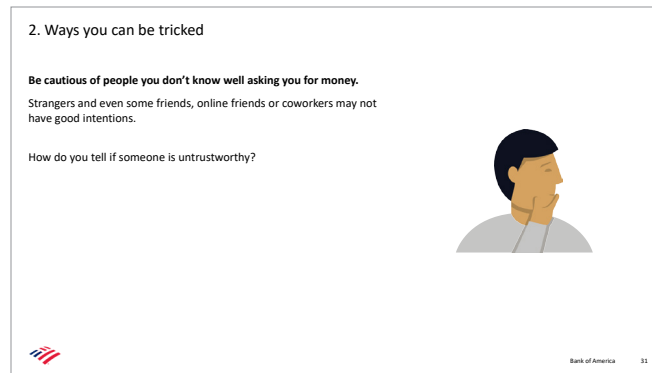
This slide should only be included in presentations for more advanced audiences.

Even if you are very careful and always keep your checks, debit cards or credit cards in a safe and secure place, it's still important to know what to do if any of these things are stolen.

If your checks, debit or credit cards are ever stolen, **you should act as quickly as possible and tell your parent, caregiver or someone you trust right away.** With their help, call your bank right away and let them know about the theft so they can stop anyone from making any purchases with your checks, debit or credit cards. Your bank will “freeze” your accounts so no one can access them until the problem is fixed.

To make it easier, it's a good idea to write down the name and phone numbers of any banks and credit card companies you use, along with your account numbers. Keep this information in a safe place separate from your credit cards and checkbook. That way, if your cards or checks are stolen, you will have the information needed to contact them quickly.

It is also a good idea to call the police if your checks, debit or credit cards are stolen. To help the police, try to remember when you think these things were stolen and from where. If your wallet is stolen, the police will also want to know what else was in it.



The second way people can steal from you is to trick you into giving them money or personal information they should not have. You should always be cautious of people asking for your money or asking you questions about things like your bank, your credit or debit card number or Social Security number, even if it sounds like they are asking for a good cause.

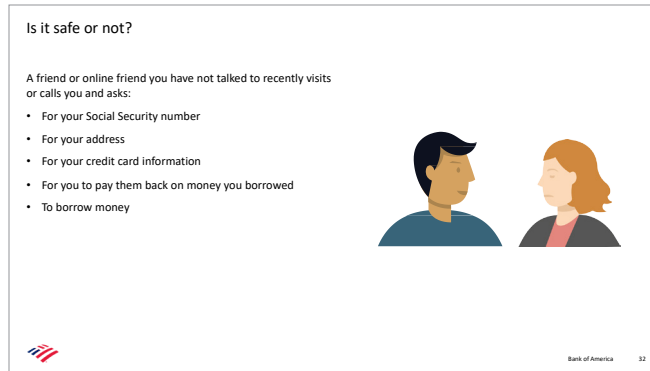
People tricking you can also be called scams. Some examples of scams to watch out for include:

- Someone calling you, claiming to be the IRS or threatening to arrest you
- Someone emailing or texting you, asking you to click on a link or reply with confidential information
- Someone telling you you've won something (but must give them money in order to redeem your prize)
- Someone contacting you, asking for a gift card
- Someone contacting you via a dating site, asking for money

It's always a good idea to be aware of your surroundings, even around friends and coworkers. Some friends, especially online friends, may not have the best intentions. Remember, if you don't know if someone is trying to take advantage of you or not, you should always talk to your parent, caregiver or someone you trust. It's always a good idea to get another opinion in these situations.

Sometimes it's difficult to tell if someone is untrustworthy—and we don't want to distrust everyone. Let's go through some examples that will help you figure out what is safe and what is unsafe.

Before we start, does anyone have any questions?



Here are five examples. After each one, raise your hand if you think this is something you should NOT share with someone you don't know at all or don't know well.

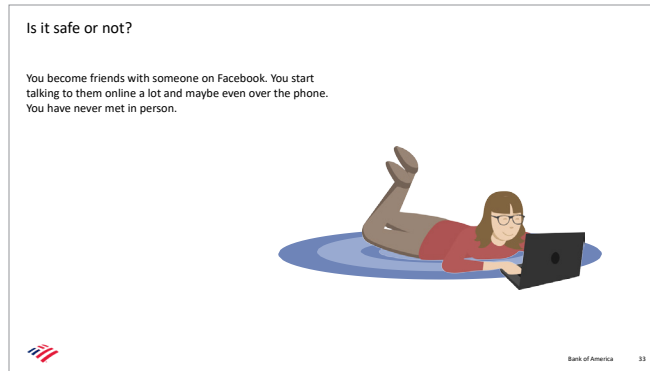
Someone **in person** or **on the phone**:

1. Asks for your Social Security number.
<Pause for show of hands.>
2. Asks for your address.
<Pause for show of hands.>
3. Asks to see your credit card information.
<Pause for show of hands.>
4. Says you owe them money, but you don't remember owing them money.
<Pause for show of hands.>
5. Asks to borrow money.
<Pause for show of hands.>

Great job, everyone! All five of these scenarios were unsafe, because someone could steal your money or use this information against you. Does anyone have other examples of information you shouldn't share?

<Pause for show of hands. If hands raised, ask for examples of information you shouldn't share.>

Does anyone have any questions about this activity?



Great job, everyone, on those potential in-person scenarios. Now let's go through some potential online scenarios.

What ways do you communicate with people on your phone or online?

<Wait for show of hands. If hands are raised, ask audience what ways they talk to people online.>

Great. There are so many ways to talk to people online, aren't there?

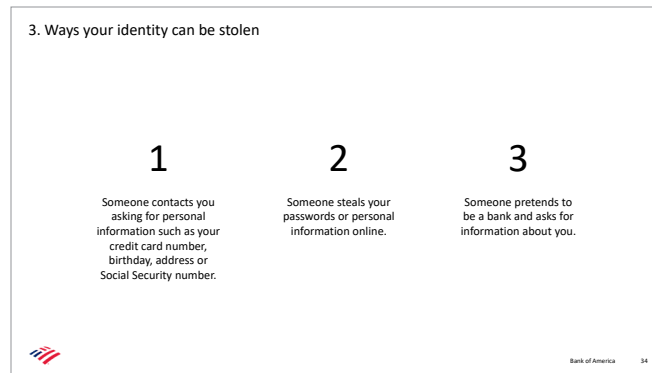
Now let's start the activity. I'm going to read aloud five scenarios. After each one, raise your hand if you think this is something you shouldn't share with someone you don't know at all, or don't know very well.

Someone you are **communicating with online** (via text, Facebook Messenger, Twitter, Instagram direct messages, etc.):

1. Asks for your address. *<Pause for show of hands.>*
2. Asks for your Social Security number. *<Pause for show of hands.>*
3. Asks for your credit card information. *<Pause for show of hands.>*
4. Says you owe them money, but you don't remember owing them money.
<Pause for show of hands.>
5. Asks to borrow money. *<Pause for show of hands.>*

Great job, everyone! All five of these scenarios were unsafe, because someone could steal your money or use this information against you.

Does anyone have any questions about this activity?



The third way someone can steal from you is to steal your personal information and use it to buy things using your name and identity—so you end up paying for it all. It's called **identity theft**. Identity theft is when someone pretends to be you so they can buy things in your name.

One way your identity can be stolen is if someone finds or asks for your personal information. Maybe they find a paper with your Social Security number on it. That's the kind of personal information they could use to open a bank account or credit card in your name. Can anyone give another example of personal information?

<Pause for show of hands. If hands are raised, call on audience members and ask for an example of personal information.>

Great. Other examples of personal information include:

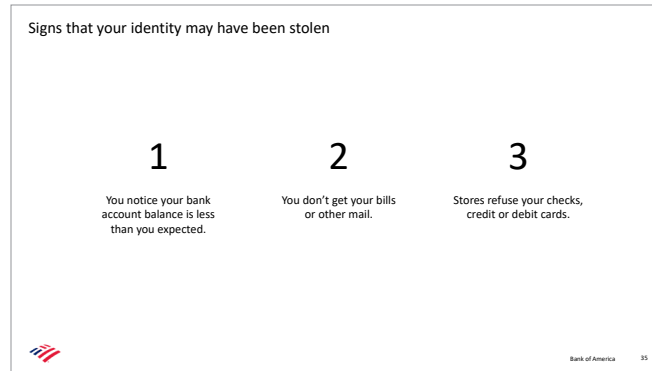
- Your credit card number
- Your birthday and year you were born
- Your address
- Your bank account number
- Place of birth (the city where you were born)
- Your Social Security number

Someone could ask for this information either in person, or, more likely, they might call you on the phone and ask. They may pretend they need your personal information for a contest, a prize they'll say you might have won (which you didn't), or something else.

The second way your identity could be stolen is if someone steals your passwords or personal information online, then accesses your accounts online to get your personal information. Be careful what you share online. Make sure you have strong passwords that somebody would not be able to guess for your phone, your email, Facebook or other sites you might use.

The third way someone can steal your identity is if they **call you and pretend to be a bank to get information** about you like your credit card number. This way is similar to someone calling you, asking for information about you. Make sure you verify with the bank that they are, in fact, your bank. One good way to do this is to tell them you'll call back. Take their number and check to see if it is really your bank's phone number. If they give you a phone number that does not match your bank's, then they were likely trying to steal information or money from you. Tell your parent, caregiver or someone you trust right away if this happens.

Remember, if you aren't sure what to do, **hang up and tell your parent, caregiver or someone you trust; you don't need to respond to someone asking you for this information right away.**



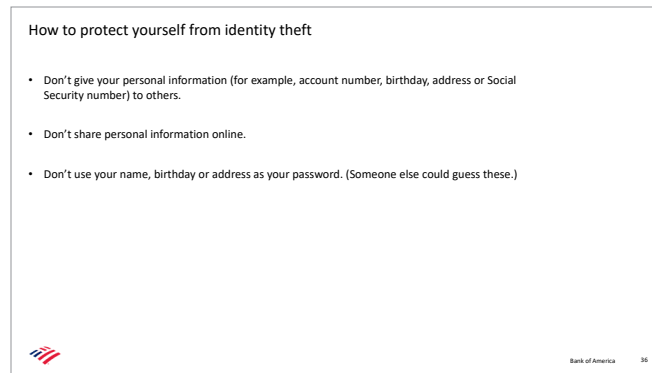
Even if you are very careful with protecting your information, someone may still steal your identity.

So it's important to watch for signs that someone may have stolen your identity. For example:

- **You notice your bank account balance is less than you expected.** It's important to regularly look through your debit and credit card statements to check that you are not getting charged for anything you didn't buy. If you are, you should tell your parent, caregiver or someone you trust and contact your bank immediately.
- **You don't get your bills or other mail that you regularly receive.** You may notice that you are no longer receiving bills you get on a regular basis, such as credit card bills. If this happens, you should call the company that you have stopped receiving bills from and double-check that everything is OK.
- Finally, a third sign that someone has stolen your identity is if **stores, restaurants or other places where you try to spend money refuse to take your checks, credit or debit cards and you can't get money.**

If any of these things happen to you, you should tell your parent, caregiver or someone you trust right away. The next step would be to call your bank right away. We will go into more specifics later on.

Before we move on to talking about ways to protect yourself, does anyone have any questions?



We just discussed some ways you'd be able to tell if your identity was stolen. Let's review some specific ways you can protect your identity.

- **Don't give your personal information to people you don't know.** Does anybody remember any examples of personal information?

<Pause for show of hands. If hands are raised, ask audience for an example of personal information.>

Personal information includes bank and credit card numbers, your Social Security number, your year and place of birth, and even your address.

- **Don't share personal information online.** Does anybody here have Facebook? Instagram?

<Pause for show of hands.> Although it's fun to post pictures on social media, be aware of what you are sharing online.

- Don't share any personal information on the list we just reviewed.
- Don't share passwords to your social media accounts, except with your parents, caregiver or someone you trust.
- Also, make sure to keep your social media accounts private, meaning that people can only see your accounts if you are friends.

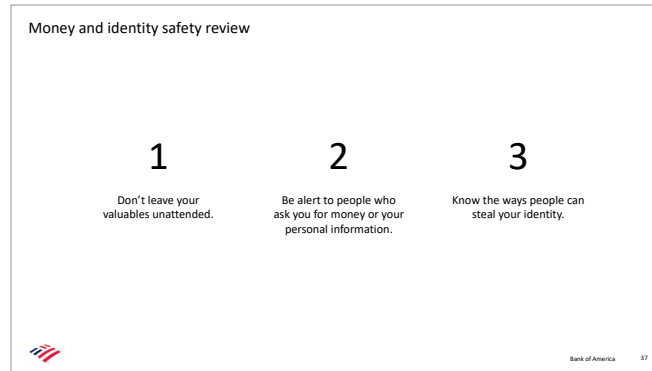
- **Don't use your name, birthday or address as your password.** Use passwords that someone won't be able to guess but you'll still be able to remember. Keep your passwords private and don't keep them somewhere people can find and use them. For instance, don't write your debit card pin on the back of your debit card! Also, remember to change your passwords regularly.

Can anyone think of a password that would be easily guessed?

<Wait for show of hands. If hands raised, ask audience members what is a password that could be easily guessed.>

Great job! Some examples of an easily guessed password would be your name or "password."

Remember, if you think your identity may have been stolen, tell your parent, caregiver or someone you trust right away.



We've learned a lot about identity and money safety today. Great job, everyone! Now, let's review what we learned:

1. **Don't leave your valuables unattended.** Be aware of your surroundings in public places and when you travel. You should always know where your debit card, credit card and checks are. Ideally, you should keep your wallet in a bag that makes it impossible for people to reach in and take your wallet or other valuables.
2. **Be alert!** Look out for people who ask you for money or information about you. Unfortunately, not everyone is well-intentioned. If someone is asking you for money or your information and you don't know why, it's best to check in with your parent, caregiver or someone you trust and get a second opinion on the matter. Also, always watch how much you share online.
3. **Finally, know the different ways people can steal your identity.** Identity theft is one of the ways people can steal from you. People can steal your identity and pretend to be you to buy things by getting your personal information, like your bank account numbers, your birthday, address or Social Security number. People can also get this information from you by stealing your online passwords or contacting you and pretending to be a bank.

You all are now much better prepared to protect yourself from stealing and identity theft!

Would anyone like to share one thing they learned about money and identity safety today?

Great! Good work today, everyone!



Thank you!