

Instructions for hosting parent book club meetings

Duration

Money as You Grow Bookshelf meetings are designed for one-hour sessions. However, the facilitator may make adjustments to accommodate the time available and interest of each group. Facilitators may want to allow one-and-a-half hours for discussion and reaction to the material.

At least two parent meetings are recommended. This gives two opportunities for the parent to learn how to use the parent guides with the matching books. Each meeting could also feature a different book and activities.

Materials

Following is a checklist of materials needed to conduct a Money as You Grow Bookshelf parent meeting:

- Copies of the parent guide for the book being modeled
- A room with tables and chairs
- Materials for the featured activities
- Sign-in sheet
- Pencils
- Books for check-out

Choose a book to use in your demonstrations during the meeting.

Be prepared

Parents are more likely to do the activities if the materials are nearby.

Structure

FIRST MEETING

1. Have parents sign in.
2. Do an ice breaker and introductions. (For ice breaker activities, see consumerfinance.gov/library-resources/money-as-you-grow-bookshelf.)
3. Explain the program. Tell parents that:
 - They are the number one influence on their children's future financial capability.
 - They don't have to be financial experts to help their kids build good money skills.
 - Many skills, like patience, planning, persistence and problem solving don't require a deep understanding of personal finances.
4. Show the books and discussion guides used in the program. Also show the parents reference books, other personal finance books available for checkout, as well as fliers, worksheets or other information they can take home to continue their learning.
5. Hand out the parent guide for the book you are demonstrating and explain that it will help the parents remember what they practice in the meeting. Invite them to use it for notes and ideas.
6. Identify the key ideas for the book you are modeling and give examples from the book. Ask parents to give real life examples for each concept. See also the Key idea data table for the full list of key ideas, what they mean, and how children can demonstrate these concepts.
7. Model how to read the book with children rather than to children. Ask for two parents to volunteer to pretend to be the children. The facilitator acts out the parent role. (See tips for how to read books to young children.)
8. Ask the parents to choose an activity from the parent guide to practice. Or, divide parents into two teams. Have each team prepare and lead one activity for the entire group. The parents are more likely to use the activities if they have practiced them.

Describe, do, review

When conducting demonstrations, follow these steps:

- Describe what you are going to do
- Do it
- Answer questions about what was demonstrated

9. Explain that each book is used in a similar manner and that the parent guide includes definitions of the key ideas covered in the book. It will also help with ideas for questions and activities. Discuss the tips for reading with children.
10. Have parents choose and check out the book they want to take home to read with their children. Give each parent the corresponding parent guide for the book selected.
11. Review the key ideas featured in the books being checked out. (See also the Key idea data table for the full list of key ideas.)
12. Discuss children's understanding and use of money by age level.
13. Ask the parents in the meeting for questions and concerns about using the books at home. Discuss each question and concern with the group.
14. Remind parents to return the books in one week. (Parents keep the parent reading guides.)
15. Have parents practice reading with another person.

SECOND AND CONTINUING MEETINGS

1. Have parents sign in.
2. Check in the books from the previous meeting.
3. Do an ice breaker activity.
4. Ask about experiences with the previous week's book and activities.
5. Guide discussion with questions such as:
 - What did your child like about reading the book with you?
 - What was your child's favorite part of last week's book?
 - Give an example of how you knew the child did or did not understand the financial concept.
 - Which activities worked best? What suggestions do you have for making the materials better?
6. Review tips for reading with children. Then, model a different book or have a parent model one they read.

7. Practice an activity that helps teach one concept featured in the book.
8. Show all the books again. Also, again show the parent reference books and materials they can check out or keep.
9. Have parents choose and check out the book they want to take home to read with their children.
10. Review the financial literacy concepts featured in the books being checked out.
11. Ask the parents in the meeting for questions and concerns about using the books at home. Discuss each question and concern with the group.
12. Remind parents they need to return the book in a week and that they can check out other books from Money as You Grow Bookshelf any time.
13. Have parents practice reading with another person.

ONE-TO-ONE FORMAT

To conduct the parent training one-to-one, cover the same information used in the group meeting format but in a less formal style.