

***Economis* Implementers Handout:**

Holding a Student Orientation

Step 1: Inform/Educate the Staff and Key Volunteers

- When you first implement *Economis*, we recommend that the key “point person(s)” who have been trained conduct a meeting with other staff and key volunteers to acquaint them with *Economis*.
- Review with them the idea of a “token economy” and explain briefly how students in your ministry will earn, save, invest, and spend their credits.
- Demonstrate the various functions the student users of *Economis* will be performing, such as clocking in/out; logging into their accounts; making transfers; and making purchases.

Step 2: Gather together the older students in your ministry (think about the total pool of students who will be using *Economis*, then divide that group into two sections – older children and younger children. Conduct the orientation first with your older students.) Include as many other staff and key volunteers in the Orientation Session as possible – with more people, there will be more adults on hand to answer the students’ questions.

- Have a computer turned on, logged into the Internet, with your card machine plugged in. Set up a timeclock terminal on the computer. Connect the computer to an LCD projector and project the image onto a screen or wall that all the students can see.
- Explain to students the concept of a token economy. Inform them that they will be earning credits in your currency for participating in your ministry’s program(s), and tell them their “salary” rate. Also explain that they can earn by completing certain assignments or achieving certain goals. Provide some tangible examples. Then explain that the students can purchase goods and services in your ministry’s “store” using their accumulated earnings. Give some examples of some of the items that the students will be able to buy with their credits. Emphasize also that they will need to pay for field trips or special events now with credits from their accounts.
- Hand out the *Economis* Student Manual, one copy to each student.
- Show students their debit cards and explain that the cards must now be used to clock in and clock out of different programs. Emphasize that if the student does not clock in to a program, then he/she will NOT earn any “salary” at that program session. Emphasize how important it is to NOT lose your debit card! At this time, also inform students of whatever rules you plan to institute regarding failures to log in/log out or forgetting one’s card. (For example, some ministries have a “grace period” wherein a student who forgets his debit card can be signed in manually, but the second time that student forgets his card, he is penalized.)
- Demonstrate to the students how to swipe in/out of a program, using your debit card.
- Now teach the students how to log in, by logging into a sample a sample student account.
- Click “On-Line Finances” and show the students how they will each have a checking account and a savings account. Refer them also to their Student Manuals to look at how the various *Economis* screens appear.

- Referring to the Student Manual, explain that “payroll” will run weekly, that taxes will be taken out, and show them the picture from the manual of what their online paycheck will look like.
- Inform them of the “transactions” (accomplishments) they can work toward and the rewards (amount of credits) they will receive for achieving these. (You should repeat this information frequently throughout the course of your program, so that kids are well-informed as to the goals you are encouraging them to achieve, and the rewards they will earn for doing so.)
- Briefly explain that they also have a Savings Account and that they will earn interest on the money in their savings account at an interest rate of 3.5%. Help them understand that this means that any “money” they keep in their Savings Account will earn more “money.”
- Click on Online Shopping and explain that they will be able to purchase items from your ministry’s “store” with the “money” they earn in the program. If your ministry is going to have a Point of Sale terminal, give them the information on the “store” days/times. Show them some examples of the types of products and field trips they will be able to purchase, if they have enough “money.” Get them motivated to earn and save and work toward these rewards!

STEP THREE: Invite and Answer Student Questions

STEP FOUR: Request the older students’ help in assisting the younger kids in your ministry to understand *Economis*

- It will be empowering to the older kids to have a sense of responsibility for being helpful to the younger ones
- You might consider asking for 2-3 student volunteers to serve as “*Economis* Coaches” for younger kids. The first responsibility of the student “coaches” would be to attend the Orientation Session for younger kids and help in answering student questions.

STEP FIVE: Hold an Orientation Session for your younger students

- Begin as you did with the older kids, by explaining the concept of a token economy
- Explain that the students will be earning “credits” (use the name of your currency) for program participation and that this “money” can be used to purchase products and field trips.
- Demonstrate to the students how to swipe in/out of a program, using your debit card.
- Now teach the students how to log in, by logging into a sample a sample student account.
- Click “On-Line Finances” and show the students how they will each have a checking account and a savings account.
- Click on Online Shopping and explain that they will be able to purchase items from your ministry’s “store” with the “money” they earn in the program. If your ministry is going to have a Point of Sale terminal, give them the information on the “store” days/times. Show them some examples of the types of products and field trips they will be able to purchase, if they have enough “money.” Get them motivated to earn and save and work toward these rewards!
- Hand out debit cards and strongly emphasize the importance of the students using the cards, not losing them, and remembering to bring them to swipe in and out of their

program. (If you use *Economis* with quite young children (under 3rd grade), you may want to keep each student's card at the ministry office. Then children will arrive at your ministry facility, pick up their cards, and use them to swipe in.)

STEP SIX: After the first time the system runs payroll, you should provide a “follow-up” orientation session.

- As soon as possible after the first payroll runs, work with small groups of your students in a computer lab setting (if possible) and supervise their logging into their accounts to view their paychecks. (You can also print out paychecks and give them to students.)
- Talk to the students about the value and wisdom of putting “money” into their savings accounts. Demonstrate how to transfer credits from their checking to their savings accounts and allow whichever students want to do this to do so now.
- This may also be a good time to introduce the notion of charitable giving and encourage the students to give. You may want to suggest that they plan to tithe their gross income.

STEP SEVEN: On the first day you allow students to participate in online shopping or a “store day” with a point of sale terminal, you will likely need to provide instructions.

- With point of sale, you will need at least two staff or volunteers to “man” the store. One should “work the cash register” (the computer with a card reader machine hooked up to it) while the other “serves customers,” handing them the products they request (such as chips or soda). The students will select their items, then bring these to the “cashier” and pay for them by swiping their debit cards.
- You may need to remind students before they start shopping that their debit cards are linked to their CHECKING accounts only. I.e., they may think that they have 50 credits available to them because that is their total current net worth. But if they have 25 of those credits in their saving account, that means they only have 25 credits in their checking account. If they attempt to purchase a product(s) costing more than 25 credits, their debit card will be rejected!
- If the students are about to use online shopping, you will need to provide them some instructions with how your “order fulfillment” system works. You will need to explain to them where they should go to pick up the items they purchase through online shopping, and explain any rules to them (such as “you can only pick up products bought through online shopping on Friday afternoons” – or whatever your system's rules are.)