

The 5th Anniversary

Take Part. Save Smart!

GLOBAL MONEY WEEK TOOLKIT

FOR TEACHERS & SCHOOLS

14-20 March, 2016

Let's Empower Children & Youth!



GLOBAL MONEY WEEK

Powered by Child & Youth Finance International

Welcome To GMW2016

Global Money Week (GMW) aims to raise awareness about the importance of financial literacy, and the economic and social inclusion of youth in order to secure their futures - and YOU can get involved to provide a safer tomorrow, today!

Do you save money?



Do you save water?



Do you save energy?



Do you save for your health?



Do you save time?



Do you save for the future?



Why is Saving Essential for Us?

We all save. We all save differently. No matter what age we are, saving is a big part of our lives. Smart saving helps us to create a brighter future for all of us.

We believe children and youth should be the next generation of empowered economic citizens, capable of understanding the importance of saving, and equipped with the skills to get a job or create their own livelihoods. By empowering children and youth, we can help them to create positive prospects for themselves, their families and their communities.



Join Global Money Week!

How? Get in touch with the CYFI Team at info@childfinance.org or fill in the GMW contact form here: www.globalmoneyweek.org/Information/contact.html

Let us know how you would like to take part in #GMW2016. We will provide support and resources, or can connect you with events going on in your country!

Don't forget to follow us in social media and check out the GMW website: www.globalmoneyweek.org

👉 Read further in 'Section 5' and 'Section 7'

Suggestions for Ideas

The sky is the limit – you can join in with an existing event or plan your own GMW activities!

VISITS • Organize visits with students to local businesses, banks, stock exchanges, money museums or government institutions

ART & CREATIVITY • Hold a photo, essay, or drawing competitions around creative GMW themes • Encourage children and youth to create GMW songs and submit online

GAMES & COMPETITIONS • Make a special exhibition of money-related books at your school library • Organize a Product Innovation Competition fair • Lead a Business Venture Competition where students sell a product as a team

EDUCATION & PROJECTS • Schedule an 'Introduction to business workshop' where children • Take part in a mentor program to link future & experienced entrepreneurs • Hold an inspirational talk program to provide students with tips for getting started in the world of business

👉 Read further in 'Section 2'

World's Largest Piggy bank



As one of our global activities this year, we are aiming to beat the current record for the World's Largest Piggy bank!

Are you up for the challenge? We are inviting you to join up with your family, friends, communities, country, and others across the world to create the most save-tastic Piggy Bank ever! Let's beat the current world record – a Piggy Bank which is 8.03 metres long, and 5.58 metres tall! Read more in section 'Join our Global Activities.' 👉 Read further in 'Section 2'

About the GMW Toolkit

This Toolkit is a guidebook to help you plan your Global Money Week (GMW) events and activities at your schools. It provides an overview of Global Money Week, the Child and Youth Finance Movement, and how to ensure that children and youth in your community participate and learn more about finance and entrepreneurship!

Who is this Toolkit for?

This Global Money Week Toolkit is for teachers and schools interested in getting involved in GMW. In addition, the complete series of Toolkits has been prepared for:

- 📖 Corporate companies,
- 📖 SMEs & entrepreneurs,
- 📖 Financial institutions,
- 📖 Universities, students & alumni
- 📖 Teachers & schools,
- 📖 Government institutions,
- 📖 Parents & guardians,
- 📖 Civil society,
- 📖 Youth

What can you learn from this Toolkit?

This Toolkit provides an introduction to GMW and the Week's worldwide celebrations, inspiration for how you can get involved and planning your event, useful information and helpful resources, as well as links to GMW channels and details on how you can share your activities with the CYFI Team. The Toolkit is ultimately intended to help you to engage with children, youth, their parents and communities, and spark the action needed to reshape finance for the next generation.

Where to find the GMW Toolkits online?

GMW Toolkits are available for download online here:

👉 www.globalmoneyweek.org 'Resources' section

SECTION 1

Learn About Global Money Week

What is Global Money Week (GMW)?

Global Money Week (GMW) is a worldwide celebration with local and regional events and activities aimed at inspiring children and youth to learn about money, saving, creating livelihoods, gaining employment, and becoming an entrepreneur.

What is the goal of GMW?

While the celebrations of GMW are concentrated in one week every year, the ideas, events, and lessons learned are intended to have a long-lasting impact. The goal is to promote the importance of financial literacy and the inclusion and empowerment of youth, in an effort to reshape finance and tackle the poverty trap that results from inadequate resources, knowledge, and education.

When is GMW taking place?

Global Money Week is held annually during the 2nd week of March. GMW 2016 celebrations will take place worldwide from March 14-20.

Who organizes GMW?

It is coordinated, supported and facilitated by the Child & Youth Finance International (CYFI) Team, but the events themselves are organized by schools, universities, financial institutions, government ministries, central banks, members of the civil society and communities of active youth worldwide.

Why celebrate GMW?

Your participation brings the world one step closer to ensuring financial inclusion for every child with access to financial services, the ability to develop money-managing skills, and the opportunity to have a reliable source of income.

Where can I find more information about GMW?

- ✓ www.globalmoneyweek.org
- f [GlobalMoneyWeek](#)
- t [@GlobalMoneyWeek](#)
- y [GlobalMoneyWeek](#)
- g [GlobalMoneyWeek](#)
- i [GlobalMoneyWeek](#)

#TakePartSaveSmart
#GlobalMoneyWeek
#GMW2016



KEY FIGURES AND FACTS: GMW GROWTH FROM 2013 - 2015

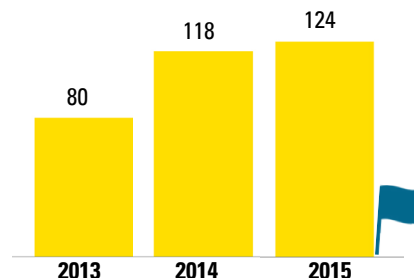


Figure 1: Number of participating countries

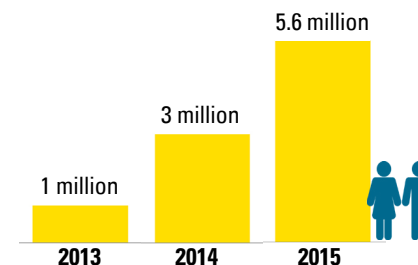


Figure 2: Number of children & youth participants

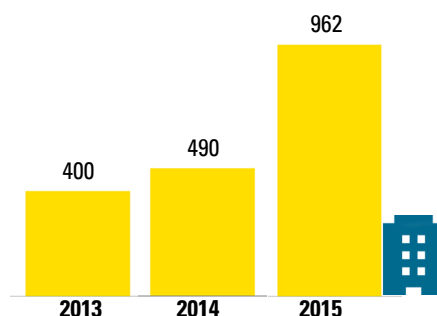


Figure 3: Number of participating organizations

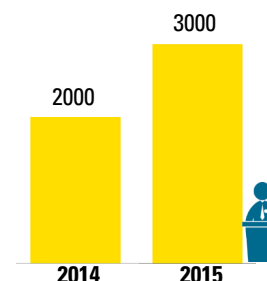


Figure 4: Number of GMW activities

*GMW 2012 outreach: 33 000 children and youth in 21 countries (Child Finance Day/Week)

Global Money Week 2016 Theme

GMW 2016's theme is 'Take Part. Save Smart!'

This year, Global Money Week continues the focus on the importance of saving – taking part in smart savings behavior helps children and youth to secure their futures.

Why save smart? Because: it is important for children and youth to build clever cost-careful habits from an early age in order to avoid financial exclusion and develop key money-managing skills for later in life.

Taking part in smart saving today offers a safer tomorrow; but how can we achieve this? Empower children and youth!

Global Money Week is an opportunity for everyone to get involved:

- Businesses and corporate companies - engage with future customers and encourage economic inclusion
- Policy makers and financial institutions - enable children and youth to access financial services
- Civil society and schools - organize money awareness events in your communities
- Parents and families - talk about money management with your kids
- Children and youth - have fun learning!

Take Part and help the next generation to Save Smart!

SECTION 2

Suggestions for Your Activities

Take Part! Create your own event. Join the Global Activities - Or, do both!

There are many ways how you as teachers and educational practitioners can involve your class of students or entire school in Global Money Week Celebrations 2016.

Below you will see 4 sets of suggestions that will explain:

- 1 What you can plan at your school
- 2 GMW Classroom Materials
- 3 Involve parents and guardians
- 4 Join our global activities

1 What can you plan at your school

There are no limits to what you can do! Here are some ideas for what you can plan at your school/institution.

👍 Open Market

Children and youth can hold an Open Market at school - where they can run their own lemonade stands, sell homemade jewelry or baked goods. When starting their own small businesses, children should consider factors such as starting capital, inventory, payback plans, and operating expenses - a fantastic way to develop useful financial and entrepreneurial skills, whilst having fun.



👍 Organize drawing, photo or essay competitions

- Launch drawing competitions around creative themes like: 'My dream money', 'My dream bank', 'My money tree with dreams', to capture the artistic talent of other youth - then plan exhibition during GMW.
- Launch a photo competition! Take fun photos with the GMW logos and share these with others. You can showcase your photography skills on social media channels, and be part of the global community celebrating the Week's events.
- Engage with other budding writers through essay competitions on topics like: 'Why is it important to save?', 'What are you saving for?', 'Save today. Safe tomorrow.', 'If I were an entrepreneur, which business I would own?', 'My dream job in the future', 'My business idea'. If you have a school or community newspaper or blog, the winning articles can be published throughout the GMW celebrations.

👍 Books exhibition

Make a special exhibition of books at your school library, which teaches children about money and savings. Books about well-known entrepreneurs can be informative and inspiring!

👍 Research projects

Give students research projects about 'Money history', 'Different currencies in the world', etc. Similarly, teachers could choose to teach children about different currencies and the history of money. Visits to money museum can be a great idea for an exciting educational day out too!

👍 Get in touch with local businesses, banks, stock exchanges or parliament

Contact local businesses banks, stock exchanges or even parliament to plan visits with youth groups. This provides an interactive way to learn more about how these institutions work and ask the questions you might be curious about. Also, you can invite local entrepreneurs and business owners to schools to give inspiring speeches about their careers and the importance of personal development, learning, creativity, teamwork, savings, planning and money.

EXAMPLE CASE STUDY

Burberry Amsterdam Welcomed Students At Their Store

During Global Money Week 2015, the Burberry Amsterdam team welcomed more than 25 students from a local school to their store. The event started off with a quiz about various celebrities' first jobs to inspire young people and show them that every successful career starts from somewhere. Then students were asked to form six groups. Each group had to go through 6 stops through four floor store. In each stop there was a dedicated member from the Fashion Company team who enthusiastically introduced their work, told a personal story of their career path and answered all the questions youngsters had. In every stop students learned about different store sections and functions e.g 1) stockroom inventory management, 2)makeup and beauty overview, 3) menswear with knowledge of textile materials, 4) womenswear with an example of their signature product, 5) visual merchandising, and 6) technology. This engaging and interactive approach by the Burberry Amsterdam team made it very exciting and fun for the students! This store visit opportunity offered youth a valuable and inspiring experience. It gave them an opportunity to learn about a global brand and gain a better understanding of the world of work.

EXAMPLE CASE STUDY

Microsoft Cyprus Team Visited the MIC European University in Nicosia

On 16 March, Microsoft Cyprus hosted the first Global Money Week initiative in Cyprus. Held at the MIC European University in Nicosia, 40 students from the American International School Cyprus (AISC) and 40 students from the Grammar School were invited to attend a presentation organized by Microsoft Cyprus on how to become responsible and skilled economic citizens.

Following a welcome by the General Manager of Microsoft Cyprus, speakers from various departments gave inspiring talks introduction their jobs, described their chosen career paths as well giving tips on the importance of financial knowledge. Also, Microsoft's Interns from the Marketing and Communications and the Sales, Marketing and Services Group Departments, gave presentations about their experiences focusing on the Day in the Lives of Interns at Microsoft. The sessions were rounded up by questions from students.

In addition, each student was given special gifts courtesy of Microsoft which included power banks, notebooks and pens and GMW T-shirts. The two schools also received smart phones to give away to their top students.



👍 Youth Talks via Google Hangouts

Contact your partner schools or educational branches abroad and connect students over Google Hangouts. You can call these online conversations as Youth Talks. You can also arrange Google Hangout 'Star Talks' with inspiring people, such as government and ministry representatives, celebrities, leading academics, etc. This offers a great opportunity for youngsters from all over the world to communicate with the people who inspire them, and ask questions about the financial topics that matter most to them. It also allows youth the chance to exchange knowledge, learn about each other's cultures and share their GMW celebrations!

👍 Youth Hour (youth speaking to youth)

Host Youth Hour at your school or university to give a platform for inspiring youth to share experiences regarding entrepreneurship, finance and other youth related topics with your peers. Live stream or record video material of the talks and send it to us to share via our social media channels and the GMW website, so all our followers can see what is happening around the world during the week.

👍 Expert Hour (academic speaking to youth)

Initiate Expert Hour (10-20 minutes) to give inspiring academics a platform to share their expertise, ideas and research on youth financial inclusion, entrepreneurship, financial literacy and education. We also invite you to live stream or record video of the talks and send them to us to promote via our social media channels and the GMW website. Expert Hour will be a fantastic way to share recent research results and initiatives with the rest of the world.

👍 Be creative!

Include economic education topics during class-time; students can write songs about Global Money Week and money related topics in music lessons, or creatively express themselves by performing real-life financial, business and entrepreneurial cases through theatre or drama lessons. Give future entertainers the opportunity to perform in GMW talent competitions as an exciting event for the whole school!

👍 GMW school video

A great way to get a range of students involved is by making a school-wide Global Money Week video, and sharing it with other youth worldwide via CYFI social media channels (📺 GlobalMoneyWeek, 📘 GlobalMoneyWeek, 🐦 @GlobalMoneyWeek), to highlight your school's financial learning activities.



Engage with the CYFI initiatives

👍 CYFI Youth

CYFI Youth is a platform initiated by CYFI for children and youth to take action in reshaping the future of finance. It allows for youth to stay informed about the latest Child & Youth Finance Movement activities around the globe. CYFI Youth also serves as a bridge between young people and decision-makers, as children and youth are encouraged to utilize this platform to share their experiences and voice their opinions.

Here youth can get to know about CYFI Youth Meetings and Awards, the CYFI Youth Committee and internships at CYFI.

📌 www.cyfiyouth.org
📘 CYFIYouth 🐦 @CYFIYouth

If your students are interested in entrepreneurship, or have just started with a startup, then connect with Ye!!

👍 Ye! for Young Entrepreneurs

Ye! is an online platform for young entrepreneurs between 16 and 30 years old. Ye! connects young entrepreneurs around the world and provides them with business knowledge, an online community, a coaching program and links to funding opportunities to help them grow their ventures.

📌 www.yecommunity.com
📘 Ye Community 🐦 @ye_community

Interested in what a Ye! Pitching Event is like? Checkout the video here: www.yecommunity.com/en/funding

2 GMW Classroom Materials

Holding sessions as part of the classroom activity is a beneficial way for students to get a better overview of managing money wisely - budgeting, investing, spending, earning money, and developing entrepreneurial skills.

👍 What is Economic Citizenship Education?

Economic Citizenship Education (ECE) is a combination of financial, social, and livelihood's education – building the knowledge, skills and competences of youth, for their economic, social and personal well-being. Global Money Week provides a valuable opportunity for teachers, educational practitioners and others to get involved in advocating for greater economic education for children and youth through the Week's activities, with the aim of fostering the long-term inclusion of financial, social and livelihoods skills and knowledge in their teaching.

The Child & Youth Finance International (CYFI) Team promotes ECE globally, and has developed a framework for linking ECE with access to appropriate financial services for young people to help them become financially capable and empowered economic citizens. We have created GMW Classroom Materials in collaboration with Aflatoun. These programs have been specifically adapted for the two age groups shown below. These files can be used for sessions to develop students' financial literacy and skills, or as part of a wider plan for incorporating financial education in to your teaching lessons.

👍 Who can use these materials?

- 1) Teachers
- 2) Bankers who go to schools and give talks
- 3) Everyone else who is interested

👍 GMW Classroom Materials are made available for two different age groups:

- 1) GMW Classroom Materials for students aged 10-14
- 2) GMW Classroom Materials for students aged 15-18

Please note that these classroom materials are suitable for many age groups. Please feel welcome to tailor them to your students' needs or get in touch with us if you would like to have further support from us.

👍 How can you access to these GMW Classroom Materials?

All these materials are downloadable here:
 www.globalmoneyweek.org/Resources/gmw-classroom-materials.html

Suggestions for ECE topics by age group

Early Childhood Education Levels	Primary Education Levels	Secondary Education Levels
Introducing basic financial terms and linking to early life experiences which young children can relate to, in order to foster understanding and awareness. Encouraging the development of early savings skills.	Use of more complex economic concepts in relation to the nuanced understanding of older children and teenagers. Aim to promote understanding of the importance of saving, and prepare for situations youth will encounter when they join the workforce.	Inclusion of 'real life' scenarios and consequences with teenagers and young adults. Reinforce the importance of careful spending and economic decisions as they begin to embark on independent financial decisions.



3 Involve parents and guardians

Involving parents in school Global Money Week celebrations offers a great way to include them in their child's economic education. Invite them to attend in your GMW events! Also, discuss with parents about how important it is to teach their children money habits for life and prepare them for their financial futures.

How can you connect with parents?

There are many ways you can inform parents about Global Money Week and its goal to promote the importance of ECE, financial literacy, and the inclusion and empowerment of youth, in an effort to reshape finance and tackle the poverty trap that results from inadequate resources, knowledge and education.

You can use a range of communications channels to reach out to parents about the topic:

- School newsletters, newspaper, or website articles
- Parent-teacher days/meetings
- Emails
- School social media accounts or blogs

Why should parents teach children about money?

The benefits of parents and guardians teaching children good savings habits have life-long value, and help children and young people to develop smart money-managing skills and avoid financial exclusion later in life.

Some parents and guardians do not teach children about money because they do not feel they should discuss financial issues with children, do not have the time, or are concerned they do not have the economic knowledge or enough income to share advice with their children. Despite this, it is important for parents and guardians to teach their children about money matters – from purchasing groceries to paying for bills, from buying gifts to saving for a large purchase – to ensure they have the skills to shape their financial futures later in life.

What should they teach you about money?

By discussing the financial education of their children with teachers and youth leaders, parents and guardians can teach their children about similar topics relating to the economic, social and livelihoods education.

Tip! Financial Words all parents and guardians should teach their children: **Saving(s), Budget, Loan, Debt, Interest, Credit/Credit Card, Taxes, Investment, Stocks, Spending, Earning, Sharing, Borrowing**



Tips for getting your parents or guardian involved in GMW!

- Save the Date: March 14-20, 2016. Don't forget to ask parents and guardians to schedule GMW in their calendar!
- Let parents and guardians know in advance about the GMW and importance of discussing personal finance with you, so they can plan to get involved with your event and celebrations!
- Make use of the online resources available for parents and guardians, to inform and engage them in GMW 2016.
- Ask parents to help!

How can parents and guardians teach?

Encourage parents to have a Money Talk

Encourage parents or guardians to sit down with their kids and explain how the money world works. They can teach children about earning, spending, borrowing, sharing, and saving. It is useful for parents and guardians to motivate their kids to set goals, so they learn what and why to save money.

Parents could go shopping with their children

Markets, grocery, clothing or speciality store can be a great environment for a real life experience of how money is spent. Online shopping can also be a good example for explaining how spending works.

Parents could take kids on a trip to the bank

Bank staff could guide the family and explain children how everything works and why.

Parents could give kids pocket money

A great way to learn how to start managing money is for parents to give children some pocket money, so they can practice budgeting, and comparing products and services before they spend.

Tip! You can also direct them to the GMW Toolkit specifically developed for parents and guardians, so they can view resources and suggestions for holding GMW celebrations with you and their colleagues. The Toolkit is available at:
www.childfinanceinternational.org/movement/publications

SECTION 3

Win GMW2016 Award

YOU can win Best School GMW2016 Award!

Every year the CYFI Team holds an awards ceremony, to celebrate the efforts and achievements of the individuals, groups, institutions and organizations who work to raise awareness about the importance of financial literacy for children and youth.

We select our winners based on the following criteria: excellence, accountability, creativity, partnership, sustainability, track record, impact, outreach, and cost-effectiveness – so make sure your GMW efforts are recognised, and get your nominations in for the 2016 Awards!


Who can participate? What is the timeline? What are the categories? Where to apply? Read more here:
✔ www.globalmoneyweek.org 'Events' section

Where to read about previous GMW winners?

Inspiring stories of previous GMW award finalists can be read in 'Summit Report 2013: The Second Child and Youth Finance International Summit and Awards Ceremony' and 'Annual Meeting Report 2014: A Chance for Change: Child and Youth Finance and the Post-2015 Agenda.'

The link to these reports can be found here:

✔ www.childfinanceinternational.org/movement/publications

 **Tip!** Stay tuned for more information about our global GMW launch event – we will be posting important information and updates on the GMW website, and on GMW & CYFI social media channels.

4 Join our Global Activities!

As well as events in your community and country, you can get involved in our Global GMW activities, in the run up to, during, and after GMW 2016!



Prep talks

Prior to GMW we hold Prep Talks (online webinars via WebEx) to help you get ready for your Global Money Week activities. The Prep Talks will take place in Fall/Autumn 2015 to help you get your GMW up and running! Prep Talks also give you a chance to connect with the CYFI team, ask questions and share useful resources and documents. Check the GMW website (www.globalmoneyweek.org) for more details about getting involved in Prep Talks.



World's Largest Piggy bank

This year we are introducing a new challenge, which could see you included in a Guinness World Record! We are inviting youth to work with their schools, youth organizations, parents, local businesses, communities (and anyone else who wants to get involved), in creating the World's Largest Piggy Bank! There will be competitions all over the world to create the largest Piggy Bank by the end of GMW2016, but we are also aiming to beat the current world record – a Piggy Bank which is 8.03metres long, and 5.58metres tall! Are you up for the challenge? We are looking for the most creative Piggy Bank, so use your imagination to come up with a save-tastic design of your own!



Ring Around the World

As part of the Global Money Week tradition, Stock Exchanges around the world will launch the GMW celebrations by inviting children and youth to ring their stock exchange bell! Ring Around the World kickstarts the global celebrations for the Week of financial education, inclusion, and livelihood awareness – and this year we are planning for the bell to ring louder and further than ever!

38 Stock Exchanges celebrated and took part in GMW2015.



SECTION 4

Plan a Great Global Money Week!

If you would like to plan an event during Global Money Week, this section provides guide to help plan your activities!

Step 1 Create a Planning Team

Establishing a team of dedicated colleagues and volunteers who will help the event run smoothly. If your company has a marketing or communications department, they could help to plan and promote your GMW events.

Step 2 Choose an Event!

Schedule brainstorm session about the type of activities and events you could do during GMW2016. Feel free to get inspired by the activities mentioned earlier in this Toolkit, or come up with new ideas. Most of all – have fun with it!

This is also a great opportunity to involve children and youth into the planning to get their ideas on what they would like to do during the Week. Raise awareness amongst colleagues, partners, friends and family, in advance of the celebrations.

Step 3 Plan the Event!

Consider the logistics of the event, including transportation, venue, equipment, and budget. Discuss ways to save money and involve potential partners. Make a checklist to ensure all factors have been considered to make the event a success!

When choosing the date of your event, look for possibilities to coordinate with local organizations, institutions, and other individuals and groups. Send out Save the Date!

Step 4 Promote the Event

When publicizing your Global Money Week 2016 events, it is vital to promote it to your target audience effectively! From a large campaign to achieve wide-reaching exposure, to narrower outreach methods to appeal to a specific group, it is important to keep your target audience in mind.

Why not have a look at some of the promotional banners and posters on GMW website, as well as resources for contacting local press and financial institutions. You can find these here:

✔ www.globalmoneyweek.org 'Resources' section
Alternatively, you could ask colleagues or volunteers to create promotional posters as a pre-GMW event.

👉 Tips for planning your GMW event!

- Save the Date: March 14-20, 2016. Don't forget to schedule GMW to your annual event calendar!
- Contact your affiliated institutions, businesses, sponsors, and schools to inform them about the Week, and get them involved in GMW celebrations.
- Take fun photos and videos with GMW logos and share them with CYFI Team. GMW logos are downloadable here: ✔ www.globalmoneyweek.org 'Resources' section
- Get inspired by earlier GMW celebrations, by reading GMW Report 2015, GMW Report 2014 and GMW Report 2013. You can find these reports here: ✔ www.globalmoneyweek.org 'Resources' section

Step 5 Hosting the Event

Ensuring that the tasks of logistics, outreach, volunteer coordination and documentation are successfully accomplished guarantees a fun, educational, and ultimately successful event.

Make sure to take photos and videos! Share them online! Most importantly, have fun!

Step 6 Sharing Your Experience

Do not forget to collect and share media with CYFI and others. Remember, the Global Money Week photo, video or message with the most likes and shares on Facebook or re-tweets on Twitter may be featured on the CYFI website!

Having youth, colleagues, and associates reflect on their experiences is a good way to consolidate their learning. Encourage them to think about the financial processes they observe and experience themselves.



“Today we are taking our first steps as entrepreneurs. We will have a chance to test our business plans which we have so carefully crafted against the real market place. At the end of the day, some of us will be disappointed because of lower sales than we had anticipated, and some of us will be exhilarated because our revenues will surpass our expectation, but all of us by the end of this day will have learned an important lesson: earning money is a challenging task and those who persevere through their creativity, honesty and hard work will be the ones to ultimately succeed.”

– Otar Grigoryan, youth participant from Armenia, GMW2015



👍 How to work with the media?

Through media coverage you can promote the important work you are doing in your community, expand the reach of your message, and spread the word about Global Money Week 2016!

- **Identify the story you want to tell** – before you begin developing media outreach materials, consider your goals in gaining media coverage and define the focus you want to have on your activities.
- **Communicate your message effectively** – be prepared to tell your story and respond to questions. All media outreach materials should be clear, concise and persuasive, with a core set of messages.
- **Create media outreach materials** – different types of materials are used for different media outlets; create a live-read radio script for on-air announcements about your event, prepare a ready-made blog post article, or use the press release included in our press pack as an example of outreach material for printed publications.
- **Create a media list for contact** – contact media outlets and reporters directly to let them know about your GMW activities. Be strategic and pick those who are most likely to cover your event, and send tailored outreach materials by email to these reporters and outlets.

- **Prepare a media kit for journalists** – include all media materials you have prepared as a background to your business, organization or institution, your event, and Global Money Week. Media kits can be handed out before or during your event, or to those who are unable to attend but have responded to media outreach efforts.

👉 **Tip!** Keep in mind ‘pitch points’ when creating any outreach materials; the three or four most compelling points to share that will make someone want to learn more about your event, about GMW 2016, and about the Child and Youth Finance Movement.

For more information on working with media, visit www.globalmoneyweek.org ‘Media’ section

“I am very satisfied with the way the activity was conducted. I believe that the large number of young people, by taking part in this activity, ‘woke up’ and started thinking about finances.”

– Marina Šukovi, Gacko. Youth participant from Bosnia and Herzegovina, GMW 2015

“The visit to banks was really appreciated by headmasters in schools, and professional training centers. It widened the vision of young people about employment opportunities in banks. Children were amazed to discover video cameras in banks and get opportunities to talk to bank managers and other staff members. Some of them entered a bank for the first time, opened a bank account and got to save for their personal savings account.”

– Spotlight from Togo, GMW 2013

SECTION 5

#GMW2016 Social Media

Follow us on social media and get in touch with the CYFI Team!

www.globalmoneyweek.org

Check out the Global Money Week website for more information on activities, participating countries, media and previous GMWs. Don't forget to download our useful materials under the 'Resources' section to help you to plan your GMW events.

GlobalMoneyWeek

Like the Global Money Week and ChildFinance page on Facebook to stay informed and share updates. Use the hashtags #TakePartSaveSmart #GlobalMoneyWeek #GMW2016

@GlobalMoneyWeek

Follow us on Twitter @GlobalMoneyWeek and @ChildFinance. Use the hashtags #TakePartSaveSmart #GlobalMoneyWeek #GMW2016

GlobalMoneyWeek & ChildFinanceInternational

Watch, comment on, and share videos on our YouTube channel to learn more about GMW, CYFI and get inspired!

GlobalMoneyWeek & ChildFinanceInternational

Follow us on Google+ to connect with relevant GMW news and updates.


GlobalMoneyWeek


Follow us on Instagram @GlobalMoneyWeek. Share your GMW photos and videos by using hashtags #GlobalMoneyWeek #GMW2016 #TakePartSaveSmart





Suggestions for Social Media

Social networking sites can reach a large audience with little or no cost – use existing accounts, or ask colleagues, partners and volunteers to promote the event through personal profiles.


 **Facebook:** create an event and send invitations to your network, share information and status updates with others. Use the search facility to find other local GMW events and Facebook users with shared interests.

 **Twitter:** short updates or 'tweets' can be used for positive messages, calls for action, or to highlight key information about your event. Using hashtags (key phrases starting with '#') at the end of your tweet, such as #GMW2016, #GlobalMoneyWeek, and #TakePartSaveSmart, makes it easy for Twitter users to search for information about events locally and to connect with the global celebrations.

 **Tip!** Remember to update your Facebook and Twitter statuses regularly, and cross-promote all of your social media content!

 **YouTube:** upload videos to YouTube to promote, inform, and educate about your event – include the link to your YouTube video or channel in Facebook updates and Tweets, and embed videos on your website.


 **Instagram:** take photos or videos at your GMW event and share them on your Instagram account. Use GMW hastags #GlobalMoneyWeek #GMW2016 #TakePartSaveSmart, but you could also add most popular hastags to get more exposure to your post, e.g. #instagood #photooftheday #picoftheday #like4like #likeforlike #smile #fun #instadaily #like #amzing #bestoftheday #instamood. Instagram is a great platform to link and share your post across Facebook, Twitter, Tumblr or Flickr.


 **Bloggers:** contact a blogger in your local area who writes about community news or events, and ask them to publicize your GMW activities – be sure to give them clear and compelling information about your event.


For more information on using social media, visit  www.globalmoneyweek.org 'Media' section


 **Tip! Not sure what to post? Here are some examples of messages you could share:**


 Global Money Week is important because... #GlobalMoneyWeek #GMW2016

 Our colleagues are celebrating the need to #TakePartSaveSmart during #GlobalMoneyWeek! #GMW2016.

 Children and youth should save because... #GlobalMoneyWeek #GMW2016

 We're bringing financial education to our offices/stores/institution (delete as appropriate) during #GlobalMoneyWeek! #GMW2016. Find details of our event here...

 5.6 million children & youth from 124 countries participated in #GlobalMoneyWeek. Come on and get involved in the #GMW2016 celebrations!

 Help a child open a savings account this week! #FinancialInclusion begins with the ability to save! #GlobalMoneyWeek #TakePartSaveSmart

 Join us at (your business/organization/institution name here) in our celebrations for #GlobalMoneyWeek!

 Our #GlobalMoneyWeek event on... encourages children and youth to #TakePartSaveSmart! #GMW2016



SECTION 6

Helpful GMW Materials

Check out helpful materials that help you either plan your Global Money Week celebrations or help you promote the Week. In this section you will find the following 4 suggestions for the materials that you might find helpful:


Get Inspired by Earlier Global Money Week Celebrations

CYFI has published 3 GMW reports:

- GMW Report 2015
- GMW Report 2014
- GMW Report 2013

All Global Money Week Reports will provide you with an overview of numerous activities and events that took place in different countries around the world. They are full of fantastic ideas of how children, youth and their communities have celebrated Global Money Weeks.

Global Money Week Promotional Materials

 **GMW Toolkits** are guidebooks that help you plan your GMW events and celebrations in your community. Toolkits provide an overview of the potential activities you can organize to ensure that children and youth in your country participate and learn more about finance and entrepreneurship!

The complete series of Toolkits has been prepared for:

- Corporate companies,
- SMEs & entrepreneurs,
- Financial institutions,
- Universities, students & alumni
- Teachers & schools,
- Government institutions,
- Parents & guardians,
- Civil society,
- Youth



The Print Pack: Printable Promotional Resources

The Print Pack is an additional document to Toolkits, it will help you manage the promotional process of your Global Money Week 2015 event. The Print Pack consists of printable promotional resources as well as letter templates designed to be tailored to the information about your group or organization and event. They will save time so you can focus more on the content than the format.

How to access the Print Pack?

The Print Pack can be found online at

✔ www.globalmoneyweek.org Resources' section

What is in the Print Pack?

1 Example press release for reaching out to the media

Contact with local media is one of the best ways to promote your event and spread awareness within your local community about Global Money Week 2015.

A press release should include information about your event, as well as basic information about Global Money Week, and your organization. In addition to contacting the press, try reaching out to other media outlets such as broadcast media and local newspapers. This template press release should be adapted to fit your own Global Money Week activities. Remember to specify the exact dates, locations, and numbers of children reached, and please share it with us at the CYFI Team as well.

2 Example letter for contacting financial institutions

Visiting banks, stock exchanges, and other financial institutions is an excellent way for children to learn how these institutions operate. You may send a template letter to request a visit or an educational talk.

3 Example letter for contacting government bodies

Encourage your country's government institutions to raise awareness about the importance of financial literacy and economic citizenship education for children and youth. This helps to create the political will to ensure youth are financially included.

4 Checklist for Global Money Week

This checklist is to help you keep track of the deadlines so you can be sure to enjoy your successful Global Money Week 2016 celebrations!

5 Certificate of Participation

This is a template certificate for you to hand out to your event's participants to thank them for taking part in your Global Money Week activities.

6 Printable Speech Bubbles: "I save because..." and "The best thing about Global Money Week is..."


This is a printable template for you to print out and to give to children, youth, your colleagues, your family and friends, your next-door neighbors, strangers on the street (the list goes on!) to fill in with a marker and to pose for a photograph. If you are working with a large group you may want to laminate a couple of speech bubbles to be filled out with dry erase makers for multiple uses.

7 Feedback Form

Any feedback you give to CYFI Team would be much appreciated and can be used to make future Global Money Weeks even bigger and better.


How to connect
with CYFI Team?
Read more on the
next page 

 **GMW Brochure 2016** is a two pager that you can use in events prior to the GMW2016 so you can promote the Week and raise awareness about it! Available in different languages!

 **GMW FAQs** is a two-pager that answers all the questions about the Week and gives you an overview about the facts, figures and CYFI. It is a document that briefly explains what Global Money Week is, when it takes place, who can participate and what happens during the week. It is available in different languages!

Global Money Week Logos

Don't forget to take fun photos with GMW Logos! Also, You can use these logos in documents, publications, videos and other promotional materials, such as on t-shirts, caps, scarves, umbrellas, pens, pencils, notepads, etc.

 All these materials are downloadable here: ✔ www.globalmoneyweek.org 'Resources' section

Connect with the CYFI Team

We'd love to publicize your efforts to raise awareness about the importance of financial literacy and the inclusion and empowerment of youth, and connect you with activities across the world. So please keep us informed about your activities relating to financial education, during GMW2016 and beyond!

Child & Youth Finance International

Child & Youth Finance International (CYFI) leads the Child and Youth Finance Movement's worldwide multi-sectoral network, which is dedicated to enhancing the financial capabilities of children and youth. Based in Amsterdam but working globally, we have taken on the challenge of reshaping financial systems and making sure everyone helps children and youth to become economically empowered citizens.

Stay connected with us:

✓ www.childfinanceinternational.org

Facebook ChildFinance Twitter @ChildFinance

Read our publications: www.childfinanceinternational.org/movement/publications

Would you like to get involved in GMW? Contact us:

Child & Youth Finance International

PO Box 16524 • 1001 RA Amsterdam • the Netherlands

T + 31(0)20 5203900 E info@childfinance.org

Or, fill in GMW contact form here:

www.globalmoneyweek.org/Information/contact.html

4 CYFI initiatives:

1 Global Money Week (GMW)

Global Money Week is a global celebration, initiated by the Child & Youth Finance Movement, with local and regional events and activities aimed at inspiring children and youth to learn about money, saving, creating livelihoods, gaining employment and becoming an entrepreneur. GMW takes place every year during the second week of March.

GMW 2015 outreach: 5.6 million children and youth via 962 organizations and over 3000 activities in 124 countries.

GMW 2014 outreach: 3 million children and youth via 490 organizations and over 2000 activities in 118 countries.

GMW 2013 outreach: 1 million children and youth via 400 organizations in 80 countries.

✓ www.globalmoneyweek.org

Facebook GlobalMoneyWeek Twitter @GlobalMoneyWeek

YouTube GlobalMoneyWeek Instagram GlobalMoneyWeek

GlobalMoneyWeek

2 Ye! for Young Entrepreneurs

Ye! is an online platform for young entrepreneurs between 16 and 30 years old. Ye! connects young entrepreneurs around the world and provides them with business knowledge, an online community, a coaching program and links to funding opportunities to help them grow their ventures.

✓ www.yecomunity.com

Facebook Ye Community Twitter @ye_community

Interested in what a Ye! Pitching Event is like? Checkout the video here: www.yecomunity.com/en/funding

3 CYFI Youth

CYFI Youth is a platform initiated by Child & Youth Finance International for children and youth to take action in reshaping the future of finance. It allows for youngsters to stay informed about the latest Child & Youth Finance Movement activities around the globe. CYFI Youth also serves as a bridge between young people and adults as youth are encouraged to utilize this platform to share their experiences and voice their opinions.

Here youth can get to know about CYFI Youth Meetings and Awards, the CYFI Youth Committee and internships at CYFI.

✓ www.cyfiyouth.org

Facebook CYFIYouth Twitter @CYFIYouth

4 SchoolBank

SchoolBank aims to create the next generation of economic citizens through quality financial, social and livelihoods education (Economic Citizenship Education) and accessible child & youth friendly banking services. The program uses innovative distribution channels and technology with the goal of financially empowering children and youth in a cost efficient and sustainable way.

SchoolBank creates the savers of the future by:

- Teaching children and youth why and how to save and how to generate income
- Enabling children and youth to put their knowledge into practice in the safe environment of their school
- Where possible, offering innovative banking technology to children and youth

Despite being in its initial phase (having started end of 2014), SchoolBank has engaged over 100 stakeholders in the project in more than 30 countries. The pilots are already being rolled out.

