

University of Illinois Saves

Thank you for committing to be a University of Illinois Saves Leader. We have included instructions on how to lead your first session below.

Checklist for Planning a U of I Saves Events

- Request a date and time for a presentation from campus organizations that you are involved with or that you think might be interested in Saves (using the sample email).
- Work with your partner organization to plan and advertise your event.
 - Arrange for incentives like food, drawings, prizes, etc. and advertise these to help with recruiting.
- Post the event notice electronically via email, discussion boards, etc.
- Post signs about your event in high traffic areas. (We have attached a template of a Save the Date Sign/Flyer that you may customize.)
- Review the Saves training presentation and materials. Determine what slides, video, handouts and/or activities and you plan to include in your discussion. Be sure to leave time for students to complete the Saves enrollment forms.
- Collect appropriate materials from the Financial Wellness program in the UI Wellness Center at the address below. Inform Kathy Sweedler of the number of students you will be serving and what supplies you need in advance at sweedler@illinois.edu or (217) 244-5580.
 - The UI Wellness Center is located in the Activities and Recreation Center (ARC) on the Concourse Level next to Gym 4 and the Clements Auditorium.
 - Activities and Recreation Center (ARC)
201 East Peabody Drive
Champaign, IL 61820
- We have presentation handouts, enrollment forms and University of Illinois Saves pens & money mints that can be used as prizes for events. We have a limited number of gift certificates to raffle.
- Complete your Saves event.
- Return all Saves enrollment flyers to Kathy Sweedler at the Wellness Center (see address above) as soon as possible following your event.

