Welcome to the RTSWS School Champion family! This checklist will guide you towards the key elements necessary for a prosperous journey as part of the RTSWS cohort within your school. We anticipate an exciting and rewarding year ahead for both you and your students!

## **IDENTIFY 2 SCHOOL CHAMPIONS**

The heart of RTSWS lies in its **School Champions** – extraordinary individuals from within the school's staff or faculty who wholeheartedly grasp the value of immersive financial projects and the essential groundwork for college and career readiness, especially tailored for young women in high school. We're seeking two school champions to optimize our program and provide an extra helping hand when faculty members find themselves in two places at once. Join us in this exciting adventure to ensure our school's success and support its growth!

These Champions, often embodying roles such as teachers, compassionate guidance counselors, creative enrichment coordinators, and more, are not only driven by their dedication to the RTSWS mission, but also thrive in direct interactions with students.

## **SCHOOL CHAMPIONS CHECKLIST**

	Complete RTSWS School Champion Form https://tinyurl.com/528ynvm7
, 2	Assist RTSWS on scheduling session dates for your students. Our preference is to hold sessions during the school day. (Five, 1-hour sessions held in the fall; 3, 1-hour sessions in the spring; 1, 3-4 hour field trip). All session dates must be scheduled in the fall for the entire school year. We understand you may need to adjust the schedule for the spring as it comes closer, but all dates will need to tentatively be set.
2	<ul> <li>Assist in securing a meeting space for the program sessions (an available classroom or library.)</li> <li>You will not be required to teach, your presence is to assist in classroom management and encourage consistent attendance.</li> </ul>
,3	Join students on Fall Field Trip to the sponsor financial firm Assist in helping RTSWS with book transportation. Having permission slips ready to provide them in advance and returned 2 weeks prior to the event for official count
	Recruit Students for your RTSWS cohort  20-25 students per cohort (20 minimum)  We welcome students who identify as female or non-binary, grades 9-12  Recruitment tools will be provided by RTSWS
, S	Assist RTSWS in recruiting 2 Student CEOs  Student CEO: A high school student who serves as a leader for their RTSWS cohort.  Student leadership opportunity Additional Student CEO information will be provided
2	Student Registration All students and School Champions will register for the program by downloading

the RTSWS app. This app will be available to help with Fall Registration. https://tinyurl.com/3jube2ad