

PROPOSAL TO PROVIDE CREDIT UNION BRANCH AND EDUCATIONAL RESOURCES AT WARREN COUNTY CAREER CENTER

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SECTION I

INTRODUCTION

A. Philosophy

The national philosophy of credit unions is People Helping People. WACOPSE Federal Credit Union is committed to supporting this philosophy. We strive to support and are involved in efforts to improve the quality of life in our community. The Warren County Career Center Credit Union Branch and Educational Program (Program) is a natural extension of these philosophies. It is an opportunity for our credit union to assist the Warren County School District with the education process. By doing this, we will be molding the youth of today to be better prepared to serve our community as adults in the future. The result will be a direct benefit to the entire community.

B. Purpose

The Program is intended to teach students the basic principles and practices of the financial services industry--banking and credit unions. Students will also be given the opportunity to gain hands-on work experience by working at either the career center branch or in a cooperative work program at the credit union office. They will receive training in all credit union operations while learning specific job skills. This program will allow students an opportunity to receive training for a job that might not have seemed a possibility before--a career in credit unions or banking. This program offers students an opportunity to learn, participate and work with confidence along side credit union professionals. The location of this branch near the new elementary school will give career center students an opportunity to participate in volunteerism serving the elementary student members.

C. Goals

The goal of the Program is to expand student's knowledge of the financial institution industry, improve their consumer skills and to develop positive work ethic. Improved education will be in the form of a financial services industry curriculum developed and delivered jointly by high school teachers and credit union professionals. Work ethics will be developed and improved in students by working at the career center branch and through cooperative work training programs directly at the WACOPSE Federal Credit Union. Students will be better prepared as consumers to deal with their financial life by utilizing services such as checking accounts, savings accounts, credit cards, and ATM cards.

The intent of the Program is to ensure that students know not only the many benefits of financial services, but also the many dangers involved with not being able to adequately handle credit or checking accounts. This joint effort between the school

district and credit union will develop necessary skills for students to use throughout their lives

SECTION II

PROGRAM OUTLINE

A. Curriculum

Members of WACOPSE Federal Credit Union staff will work along side teachers and advisors from the Warren County Career Center to develop a curriculum, which will give students a view of the workings of the financial services industry. The curriculum will offer students a chance to earn credits in a related business field. Classroom education will include the principles of financial services, such as checking accounts and their use or more importantly checking accounts and how they should be balanced, credit cards--proper use and how to avoid the pitfalls, identifying the various types of financial institutions and their origins, consumer lending, Automated Teller Machine (ATM) cards, and the various investment vehicles available to students as they move into the consumer world.

The credit union would contribute as much time as possible to developing this curriculum. We would also be available to teach the classes on an on-going basis. The time necessary for this can be identified during initial meetings to set up the curriculum. The credit union would also have the responsibility of obtaining guest speakers who specialize in financial institutions and services to address the class. It is also a goal of the credit union to provide students with proactive involvement. This would include development of actual work cases. The curriculum would be developed according to the established time schedule and ready for implementation with the school year beginning September 2005.

B. Work Cooperative

The credit union would establish a work cooperative program for students in the school district. The cooperative work program would involve students working at the credit union in the areas of member services, lending services and accounting. Through the cooperative work program, students would learn the basics of proper job etiquette, proper dress, how to deliver financial services, how to work properly with coworkers and management, and how to be a team player in a business environment. Students would be rotated through the various areas of the credit union so that they would have a broader knowledge of the skills involved. Based on the student's availability, the work cooperative program would occur in the summer months, but could also be offered during the school year.

C. Warren County Career Center Branch Office

The credit union will establish a branch office within the Warren County Career Center. High school students will staff the office and an adult supervisor provided by the school with the help of the credit union. The credit union would provide all computer terminals and data processing communication requirements to allow for an on-line, real-time situation. The office would be constructed to look very similar to a credit union branch office. Two teller windows would be established. The credit union and career center would be responsible for the cost of renovations. In an effort to minimize costs, we ask that students participate in the branch construction. The office would offer all financial services available at any of our other branches. We do propose to put a limit on the amount of cash available and the number (amount) of withdrawals that students can make. Office hours are open for discussion; however, our initial proposal is to be open 2 days a week for a total of 2 hours. Students will earn academic credits for all time worked in regards to the branch office operation. If at any time they were asked to fill in at the main office they would be paid at the regular starting hourly rate for the position they are holding. The credit union would be involved with the student selection process along with career center faculty and staff. The career center branch office will allow the students the opportunity to work in a real life branch atmosphere and it will allow them to transact their financial business right on school property.

D. Advisory Group

The students selected to work in the branch facility and in the work cooperative program will form a student advisory group. This group would be responsible for meeting on a periodic basis to review the overall branch operations. They would identify problems, opportunities, and areas for improvement. They would also be responsible for recommending marketing programs to improve student participation at the branch. This group would report to the president/CEO of the credit union. This would benefit the students in that they would learn how to function as a committee, identify and solve problems, work to improve an actual business entity and most importantly, students would learn the necessary work skills of planning, organization and implementation. The students on the advisory group would also be required to make presentations to credit union staff, school officers and the credit unions Board of Directors to update these groups on the success and future plans of the career center credit union branch office. It is rare that students get an opportunity to learn these various skills in a real life environment. This would be another benefit students would gain to take with them throughout their career.

SECTION III

PROGRAM BENEFITS

A. Students

This Program is a unique way for students to continue in their high school environment while gaining a real life perspective of how a financial service industry operates and, for some of them, to provide actual hands-on experience in a credit union.

On the academic side, students will be provided in the classroom with practical, financial information on a proactive basis. Classroom education will address principles of the financial services industry, explain all financial services and most importantly give the students actual knowledge as to how to properly use any and all financial service industry services. Students selected to work at the career center branch or in the credit union work cooperative program will be taught the basics of member services and lending directly by the credit union professional staff. The training will provide the student with a sense of pride that he or she is a professional.

The student will begin to develop job skills, which will improve their self esteem. These skills will include the responsibility accorded with handling large sums of cash, computer skills, proper decorum and etiquette in a business environment, and improved communications skills in dealing with fellow students, teachers, administrators, and credit union professionals. They will also be offered the experience of gaining critical work skills such as planning, organizing and implementation by serving on the advisory committee. Overall, this will improve their chance for acquiring jobs within the financial service industry.

B. School District

The school district is established to prepare high school students for life after high school either as college students and/or employees. By offering a classroom curriculum and a career center branch, the school district is improving the quality of education and diversifying the educational program. They are also preparing the students to better serve in our community and to be better consumers. Parents of students should also be pleased to find the school district has expanded its educational programs and will be providing a number of students with actual hands-on work experience.

C. Community

The community is as functional as the people that live within that community. By better preparing students to be effective contributors in a work place and effective members of society, this will in effect make the Warren area a better community with a higher quality of life.

D. Credit Union

There are many benefits for the WACOPSE Federal Credit Union. First, it is an opportunity to have a dramatic impact on the high school students and the local community. We will be able to help shape and mold our youth. We will, therefore, receive excellent public relations and good will as a result of this Program.

Based on our cost estimates, we will not earn a profit by operating a branch at the school district. Instead, it is our goal to develop wise banking consumers to groom an early relationship. Many of these students will hopefully remain loyal members of the credit union and begin to utilize our services, as their needs require throughout life. The advantage of working with the youth will also help us tailor our services to meet their needs and improve our operations.

SECTION IV

REGULATORY APPROVAL

The credit union was chartered and is governed by the National Credit Union Administration (NCUA), a branch of the federal government. Currently, all students in the six county areas that WACOPSE Federal Credit Union serves are eligible for membership under our charter.

SECTION V

PROGRAM SUMMARY

A. Planning Outline

May 1, 2005 Completed proposal is submitted to the administrative office of Warren County Career Center to the attention of Mr. Patrick Cronmiller.

June 1, 2005 Warren County School Districts Curriculum Committee approves the decision of the administrative team.

October – December Credit union and school officials meet to work out details of proposed Program.

October-December	Credit union liaison and faculty representative meet to develop curriculum.
January 2006	Student tellers are selected for the branch site and work cooperative program for the 2006 school year.
September-December	Construction of credit union branch office at Career Center.
January 2006	Training of student tellers and workers will commence.
January 2006	Grand opening of credit union branch.