

## Take it to the Bank!

### The **BIG** Idea

- Why should I have a bank account and how do I use one?

### AGENDA

Approx. 45 minutes

- I. Warm Up: Why a Bank?  
(5 minutes)
- II. Checking Accounts: Putting Your Money In (15 minutes)
- III. Checking Accounts: Getting Your Money Back Out (20 minutes)
- IV. Wrap Up (5 minutes)

### MATERIALS

#### STUDENT HANDBOOK PAGES:

- Student Handbook page 135, Sample Deposit Slip
- Student Handbook page 136, Blank Deposit Slip
- Student Handbook page 137, Sample Personal Check
- Student Handbook page 138, Blank Personal Check

#### FACILITATOR PAGES:

- Facilitator Resource 1, Chance Cards (one card per student)
- Overhead projector

### OBJECTIVES

During this lesson, the student(s) will:

- Understand the difference between checking and savings accounts.
- Discuss ways to deposit and withdraw money from a checking account.
- Review and complete a deposit slip.
- Review and complete a personal check.

## OVERVIEW

In this lesson, students will learn why bank accounts are a safe place to keep their money, and understand the difference between checking and savings accounts. Then they'll learn how to deposit money into a checking account and fill out a sample deposit slip. Next, they'll learn about the different ways to get money out of a checking account. In this activity, they'll review the parts of a personal check. Finally, they'll receive a "chance card" with an expense for which they'll write their own sample check.

## PREPARATION

- List the **BIG IDEA** and the day's activities on the board.
- Write the day's vocabulary words and definitions on the board.
- The following handouts need to be made into overhead transparencies or copied onto chart paper:
  - **Student Handbook page 135, Sample Deposit Slip**
  - **Student Handbook page 137, Sample Personal Check**
- Print out **Facilitator Resource 1, Chance Cards** and cut out the individual cards. **Note:** You may need to print this page 2 or 3 times to provide one card per student.
- You may wish to make extra copies of **Student Handbook page 138, Blank Personal Check** in case students make mistakes or want to write out a check for a second chance card.

## VOCABULARY

**ATM:** short for Automated Teller Machine; a machine that allows you to get cash or make deposits any time of the day

**Checking Account:** a bank account that allows you to withdraw money or make payments using checks

**Deposit:** to put money into a bank account

**Savings Account:** a bank account that earns interest on the money held

**Withdraw:** to take money out of a bank account

## IMPLEMENTATION OPTIONS

### DO NOW

(You may choose to present the Warm Up activity as a written Do Now. Present the short passage and questions on the board or overhead, and have students write only their answers on index cards.)

#### Questions:

1. Imagine you just got your first paycheck of the summer. Where can you go to cash this check?
2. What do you think the difference is between a checking account and a savings account?

[Give the students 3 minutes to answer these questions and then begin with the **Warm Up** as written.]

In **Activity III, Checking Accounts: Getting Your Money Back Out**, you may wish to have your students write out two checks. After they have completed their initial check with their first chance card, have the students switch chance cards with a partner and write out a second check.

You may wish to contact a local bank to see if you can secure mock checkbooks for the duration of the unit.

## ACTIVITY STEPS

### I. Warm Up: Why a Bank? (5 minutes)

1. **SAY SOMETHING LIKE:** Welcome back, everybody. This is the second week of our “Money Matters” unit. Last week, you all took on a new persona as a high school senior who’s headed for college in the fall. You also set a weekly budget to follow so you could save money for the fall. This week, you’re the same senior in high school. But now summer has begun, and you just received your first paycheck. Now you’re wondering what to do with the money to keep it safe, but still have easy to access for your different summer expenses.

Where do you think you should put your money? [Take answers from a few volunteers.]

2. [Discuss why putting your money in a bank is the best option in this situation. Some students may be familiar with check-cashing businesses, places that will cash checks on the spot. The problem is, these places charge a percentage of the check amount, and sometimes add other high fees. And keeping cash at home has its own risks. First, the cash could get lost or stolen. Second, it might be too easy to spend the cash if it’s right at your fingertips.]

**SAY SOMETHING LIKE:** Placing your money in a bank account keeps it safe and secure. It’s also easy to keep track of your money in the bank. And as you’re going to learn in this lesson, it’s very easy to put money in and take money out of a banking account.

3. [Review the difference between checking and savings accounts.
  - **Checking accounts** are accounts that allow you to withdraw money easily, such as through ATMs or by writing checks. Only you can write a check to take money out of your account.
  - **Savings accounts** are banking accounts that pay interest on the money held.]

**SAY SOMETHING LIKE:** Why do you think it’s a good idea to put money into a savings account if you’re saving for something special? (It’s easy to track your savings and more difficult to “dip into” for everyday spending. Most importantly, the savings account will pay you interest, or a certain percentage of the money that you have in your account. The bank pays you interest in return for using your money to make other loans – even though you can get it back any time you want. In other words, the money in

your savings account could continue to grow just by sitting there! Of course, the amount of interest you earn depends on three things: the interest rate, the amount of money you have in the account, and the length of time your money is in the account.)

## II. Checking Accounts: Putting Your Money In (15 minutes)

1. **SAY SOMETHING LIKE:** For the rest of this lesson, we're going to focus on checking accounts. Once you set up a checking account, the first question is, *How do I put money into my account?* In other words, how do you *deposit* money into your account?

You can deposit either cash or checks made out to you into your account. As I mentioned earlier, you have just received your first paycheck. To put this money into the account, the first thing you have to do is endorse, or sign, your paycheck. To do this, you turn your check over and you'll see a line at the top that will read something like "Endorse here." You just sign your name on that line. And if you're going to deposit the money into your checking account, it's also a good idea to write "Deposit in account # 12345678," or whatever your checking account number is.

Then you fill out a deposit slip. When you open a checking account, you'll receive checks and deposit slips with your name, address, and account numbers.

2. **SAY SOMETHING LIKE:** Let's take a look at an example of a deposit slip. Please turn to your **Student Handbook page 135, Sample Deposit Slip**. [Place **Student Handbook page 135, Sample Deposit Slip** on an overhead projector. Review each of the items on the deposit slip. As you discuss each item, fill it out to model how to complete a deposit slip.]
3. **SAY SOMETHING LIKE:** Now it's your turn to fill in your own deposit slip. Turn the page to the **Student Handbook page 136, Blank Deposit Slip**. Carefully read the directions to see what items you're depositing into your account. Then complete the deposit slip.
4. [When students have completed the deposit slip, ask them to share the net total of the deposit.]

## III. Checking Accounts: Getting Your Money Back Out (20 minutes)

1. **SAY SOMETHING LIKE:** Congratulations! You have successfully put money into your checking account. But what if you need to take money out? After all, you're bound to have a lot of summer expenses. Well, there are a few different ways to *withdraw*, or take out, money from your account. Here are some of the most common ways to withdraw money:

- **Withdrawal at the bank:** When you make a deposit, you could have them give you some cash back rather than depositing the entire amount into your account.
  - **Withdrawal at an ATM (Automated Teller Machine):** When you open a checking account, you'll receive a plastic ATM card, which will allow you to make withdrawals at any ATM that is affiliated with or has an agreement with your bank. Beware you may be charged fees for some ATM withdrawals. For example, if you use an ATM at a bank that's not yours, your bank could charge you a fee from about \$2.00 to over \$5.00. (The fees vary from bank to bank.) And if you use an ATM at a non-banking business, such as a convenience store, chances are you'll pay the business a fee as well. You'll probably use ATMs often to access money, so when you open a bank account, look for banks with ATMs near where you live and work. Also, look for banks that offer low withdrawal fees.
  - **Using a debit or bank card:** You can use these cards at stores just like credit cards. The difference is, the charge is automatically withdrawn from your account.
  - **Paying a bill online:** Many banks offer online checking, which allows you to access information about your checking account online. It also lets you pay bills online. For example, many phone and power companies offer online bill paying, which allows you to transfer the amount of your bill directly from your account to the company – without having to write a check.
  - **Writing a personal check:** A personal check is a written order that represents cash. You can write a check for the exact amount of a purchase, and they're safer to carry than cash since only you can write a check from your account.
2. **SAY SOMETHING LIKE:** Let's talk more about personal checks, since you're going to be writing many of these in your lifetime! Please turn to your **Student Handbook page 137, Sample Personal Check.**

[Place this page on an overhead projector. As a class, review the different features of a personal check. As you do, discuss and model how to properly fill in each field. The features you will review are:

- Your name and address
- Date
- Payee
- Amount of check (in numbers)
- Amount of check (in words)
- Memo
- Signature
- Identification numbers (for bank, account, and check)]

3. **SAY SOMETHING LIKE:** Now it's time to write your own checks! First, please turn to your **Student Handbook page 138, Blank Personal Check.**

[Hand each student one "chance card," which you cut out from **Facilitator Resource 1, Chance Cards.**]

You are each going to receive one "chance card" describing a summer expense you must cover. Read your card closely to identify the payee and the amount of the check. Then complete the blank check to cover that expense. If you make a mistake, just write the word VOID in all caps across the check and begin again.

4. [Give students a few minutes to complete their check. Then have them share their check with a partner. If students are unsure if they've completed a check correctly, have them ask you to review it.]

#### **IV. Wrap Up (5 minutes)**

1. [To end the lesson, review some of the advantages of checking accounts and personal checks.

Explain that another advantage you didn't discuss is that it's easy to track the money you spend using personal checks. Whenever you write a personal check and the person or business cashes it, the check will appear on your bank statement. That makes it easy to go back and see where you spent your money and check your current balance.]

2. **SAY SOMETHING LIKE:** Keeping track of your current balance is extremely important. After all, you can't write a personal check for more than the total in your checking account. And that's what we're going to talk about next week – keeping track of the money in your checking account.

## Chance Cards

<p>You and a few friends are planning a graduation cookout. You spend \$35.23 at the Green Grocery on burgers and sodas.</p>	<p>Your brother, Sam Smith, lent you his car for the day. After a fender bender, you pay him \$192.55 to reimburse him for the damage.</p>
<p>You and your friends head to the theme park Moose Mountain on Saturday. You buy a t-shirt for \$15.42.</p>	<p>You have to pay State University \$150.00 to cover lab fees for the fall semester chemistry class.</p>
<p>You've got a terrible summer cold and stop at Town Drugs for some medicine and nose drops. (\$9.88.)</p>	<p>You're helping your friend move and you pull over at Quik-Stop to fill up the car for \$27.43.</p>
<p>You just got a great new haircut at Do or Dye for \$45.00 (including tip).</p>	<p>Your new roommate, Chris Jones, bought the matching sheets and comforters the two of you picked out together. Reimburse your roommate \$48.71 for your set.</p>
<p>You buy the portable stereo for your dorm room. It was on sale, only \$102.67 at Music Now.</p>	<p>At the July 4th Festival, you donate \$15.00 to Green Streams, an organization working to clean the waterways in your area.</p>
<p>Your just bought your friend a new CD for her birthday. You found it for \$14.58 at Town Tunes.</p>	<p>You buy a cool sweatshirt for your new university – on sale at Sports Gear for \$21.72.</p>



## Sample Deposit Slip

Here's a look at a sample deposit slip you would complete when you deposit cash and checks into your checking account.

<b>A</b>	<b>FIRST BANK</b>	CASH	<b>Dollars</b>	<b>Cents</b>	<b>E</b>
	John Doe				
<b>B</b>	123 Main Street	Checks			<b>F</b>
	Anytown, USA 12345				
<b>C</b>	Date _____				<b>G</b>
	<small>DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL</small>	Subtotal			
<b>D</b>	_____	Less Cash			<b>H</b>
	Sign here if cash received from deposit	TOTAL			
	1234 5678 123456789 00123 1234567				<b>I</b>

- A. Your name and address
- B. The date you are making the deposit. Notice the phrase underneath: “Deposits may not be available for immediate withdrawal.” This means that it may take the bank a few days to process your deposit and make the money available to you. So if you deposit \$200 in the afternoon, that money may not be in your bank account that evening if you return to make an ATM withdrawal.
- C. Your signature (Only include if you wish to receive cash back from your deposit.)
- D. Numbers that identify the bank and your account number.
- E. List all cash you may be depositing, such as a graduation gift or tips from a restaurant.
- F. List any checks you are depositing. List each check separately, placing the check number in the first column.
- G. The subtotal of all cash and checks you are depositing.
- H. The amount of cash you would like to receive back from the deposit. (Be sure to include your signature on line C.)
- I. Subtract the amount of cash back from the subtotal. This is the total amount you are depositing into your account, also called the “Net Deposit.”

## Blank Deposit Slip

Now make your own deposit into your checking account. You just received the following:

- \$25.00 in cash from your Aunt Sally as a graduation gift
- A check (#345) for \$83.00 from your new roommate to reimburse you for a new mini-fridge for your dorm room
- Your first paycheck (#5432) for \$203.

Fill out the deposit slip below to deposit these items into your checking account.

<p><b>FIRST BANK</b>                  John Doe                  123 Main Street                  Anytown, USA 12345</p> <p>Date _____</p> <p style="text-align: center; font-size: small;"><i>DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL</i></p> <p>_____</p> <p style="text-align: center; font-size: small;">Sign here if cash received from deposit</p>	<p>CASH</p> <p>Checks</p>       <p>Subtotal</p> <p>Less Cash</p> <p>TOTAL</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Dollars</th> <th style="width: 20%;">Cents</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Dollars	Cents																
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## Sample Personal Check

Personal checks come in many different colors and designs, but they all include the same basic information. Here's a look at the features you'll find on every check, including directions on how to fill out each item correctly. When you fill out a check, always write clearly and use an ink pen.

The image shows a sample personal check with the following details and labels:

- A:** FIRST BANK (Bank name)
- B:** 567 (Check number)
- C:** Date \_\_\_\_\_ (Date field)
- D:** John Doe, 123 Main Street, Anytown, USA 12345 (Payee name and address)
- E:** Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_ (Payee name and amount in numbers)
- F:** \_\_\_\_\_ (Amount in words)
- G:** Memo \_\_\_\_\_ (Memo field)
- H:** \_\_\_\_\_ (Signature line)
- I:** 1234 5678 123456789 00123 1234567 (MICR line)

- A. Your name and address
- B. The check number, which is different for each check.
- C. The date you are writing the check. You can write in words or numbers, but be sure to include the year.
- D. The name of the person or company you are writing the check to. This is called the payee.
- E. The amount of the check in numbers, such as \$75.25. Write the numbers close to the dollar sign (\$) so there's no room for anyone to add extra numbers.
- F. The amount of the check in words. Starting at the far left, write the dollar amount followed by the word and, then the amount of cents over the number 100. (For example: Seventy-five and 25/100.) Draw a line through any space left on the line.
- G. The reason for the check, or any information requested by the payee. For example, if you're writing a check to the phone company, you would write your account number here
- H. Your signature, which should always be written the same way.
- I. Numbers that identify the bank, your account, and the check number.

## Blank Personal Check

Make out the check below to cover the expense on the chance card you received. Remember to write clearly and use a pen. If you need to start again, write VOID in large letters across the check and start again with the second check below.

<b>FIRST BANK</b>	<b>568</b>
John Doe 123 Main Street Anytown, USA 12345	Date _____
Pay to the order of _____	\$ _____
_____	
Memo _____	
_____	
1234 5678 123456789 00123 1234568	

<b>FIRST BANK</b>	<b>569</b>
John Doe 123 Main Street Anytown, USA 12345	Date _____
Pay to the order of _____	\$ _____
_____	
Memo _____	
_____	
1234 5678 123456789 00123 1234569	