

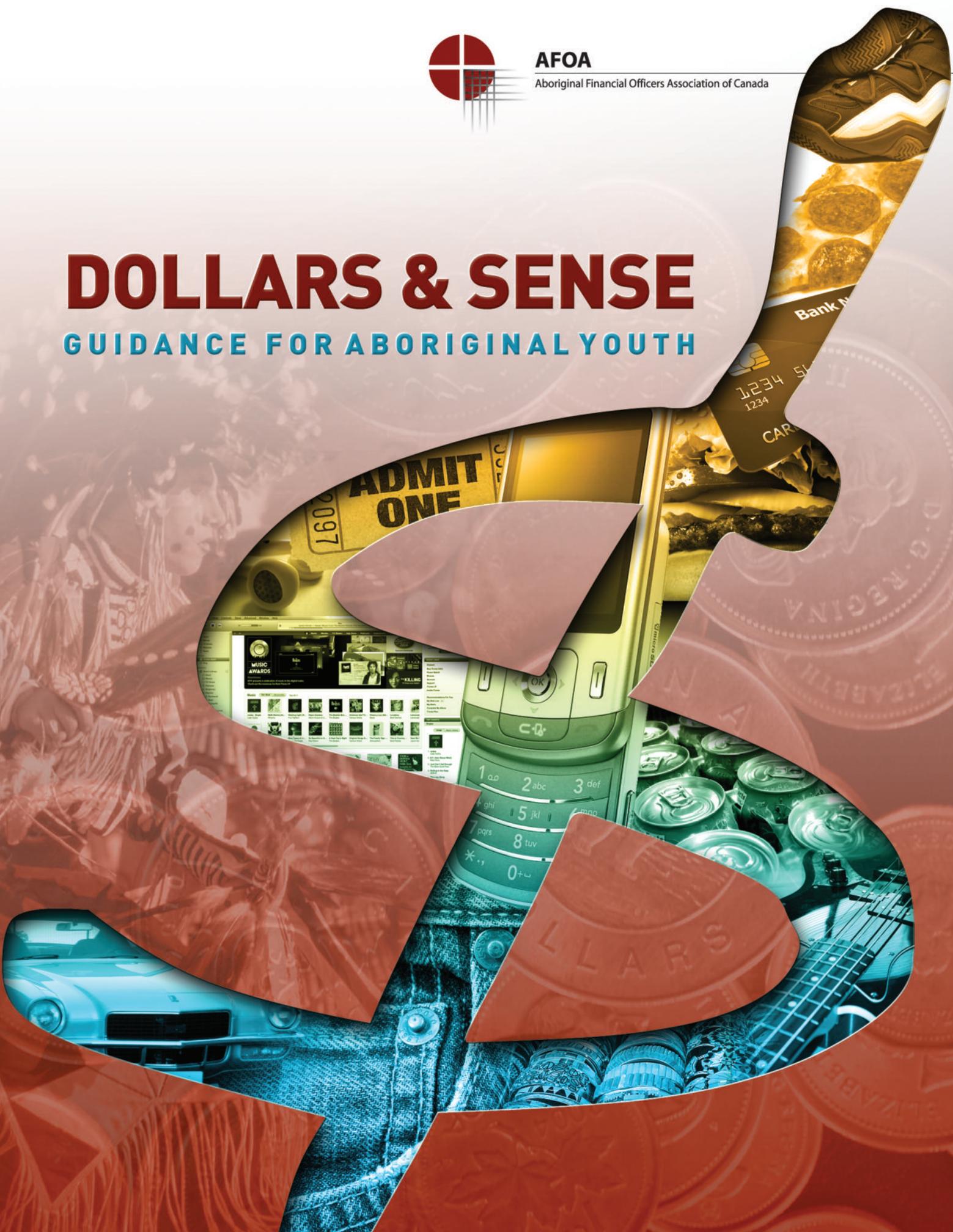


**AFOA**

Aboriginal Financial Officers Association of Canada

# **DOLLARS & SENSE**

**GUIDANCE FOR ABORIGINAL YOUTH**





AFOA Canada acknowledges the generous support of TD Bank Group without whose financial assistance this project would not be possible.

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# A MESSAGE TO ABORIGINAL YOUTH

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The Aboriginal Financial Officers Association of Canada (AFOA Canada) is a national, not-for-profit organization that helps to improve the management and governance of Aboriginal communities by focusing on management and financial skills. We support Aboriginal communities through the following activities:

- Undertaking research that increases Aboriginal financial and management capacity,
- Developing and delivering capacity building programs and services,
- Certifying Aboriginal financial managers,
- Certifying Aboriginal Public Administrators (Band managers);
- Providing opportunities for networking among Aboriginal management and finance professionals; and,
- Encouraging Aboriginal youth to enter into a career in finance and management.

We are pleased to offer this presentation to Aboriginal youth with the support and assistance of TD Bank Group.

During this presentation we hope that you will gain an appreciation of the importance of financial literacy in your day to day lives now, and in your future. We also hope that you begin to understand the impacts of good and bad financial management practices in your community on you and your family. And finally, we hope that you can get a sense of the career opportunities that are out there in the area of finance.

Enjoy the next few hours and have fun!

**AFOA Canada & TD Bank Group**

# INTRODUCTION ACTIVITY

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## Agenda Map

- Welcome
- Introductions
- If I had a Million Dollars
- Money Quiz

## Activity Sheet 1 “If I had a Million Dollars, I would...”

This is a partner activity. Quickly fill out the following information. Kindly follow the directions of the facilitator.

Print your name here:

.....

Now, what is your partner’s name? Print their name here:

.....

What is your partner’s Aboriginal origin and community? Print this information here:

.....

What is your partner’s dream for a million dollars? Ask them this question and then complete this statement with their answer:

**If my partner had a million dollars, they would** .....

.....

.....

.....

.....

.....

.....

.....

## Activity Sheet 2 Preliminary Quiz

---

**1** Are you currently earning money from a job, allowance, honourarium or other income?  Yes  No

If yes, do you save a portion of it regularly?  Yes  No

---

**2** What do you do with your loose change?

I regularly set aside some to save.

Easy come, easy go.

What loose change? I don't save money either because I don't think of it or I don't have any to bother.

Other (please record response): .....

---

**3** If you had excess money, what is the top item you would save for?

Clothing

Gifts for Others

Travel

Entertainment (movies)

Technology (Cell phone, electronic games, computer)

Sports or hobby activities

Other (please record response): .....

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**4** Why do you think that people save money?

So they can have the lifestyle they want.

For emergencies or the future.

They are cheap.

They don't save because they don't have money.

Other (please record response): .....

## Activity Sheet 2 Preliminary Quiz

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**5** What is your biggest concern for your financial future?

- Finding a job.
  - Having enough money to do what I want.
  - Paying for school expenses.
  - Other (please record response): .....
- 

**6** Have you ever been shown how to create a budget?  Yes  No

If yes, who showed you?

- Parent
  - Other family member
  - A friend
  - A bank or other financial institution
  - Other (please record response): .....
- 

**7** How would you describe your personal finance skills?

- I'm knowledgeable about money and make the right decisions when it comes to spending it.
  - I could be better about dealing with money.
  - I know I'm not okay with money and I'm okay with it.
  - I know I'm not okay with money and it can be a source of stress to me.
  - Other (please record response): .....
- 

**8** Do you have a bank account?  Yes  No

If yes, who opened the bank account?

- You
- Parent
- Other family member
- Other (please record response): .....

## Activity Sheet 2 Preliminary Quiz

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**9** Thinking of your life today, how important is it for you to be aware of how to manage your money and know how to take care of finances?

- Very important
  - Somewhat important
  - Neither important or unimportant
  - Somewhat unimportant
  - Not very important
  - Other (please record response): .....
- 

**10** Thinking of your community, how important are finance skills to the community?

- Very important
- Somewhat important
- Neither important or unimportant
- Somewhat unimportant
- Not very important
- Other (please record response): .....

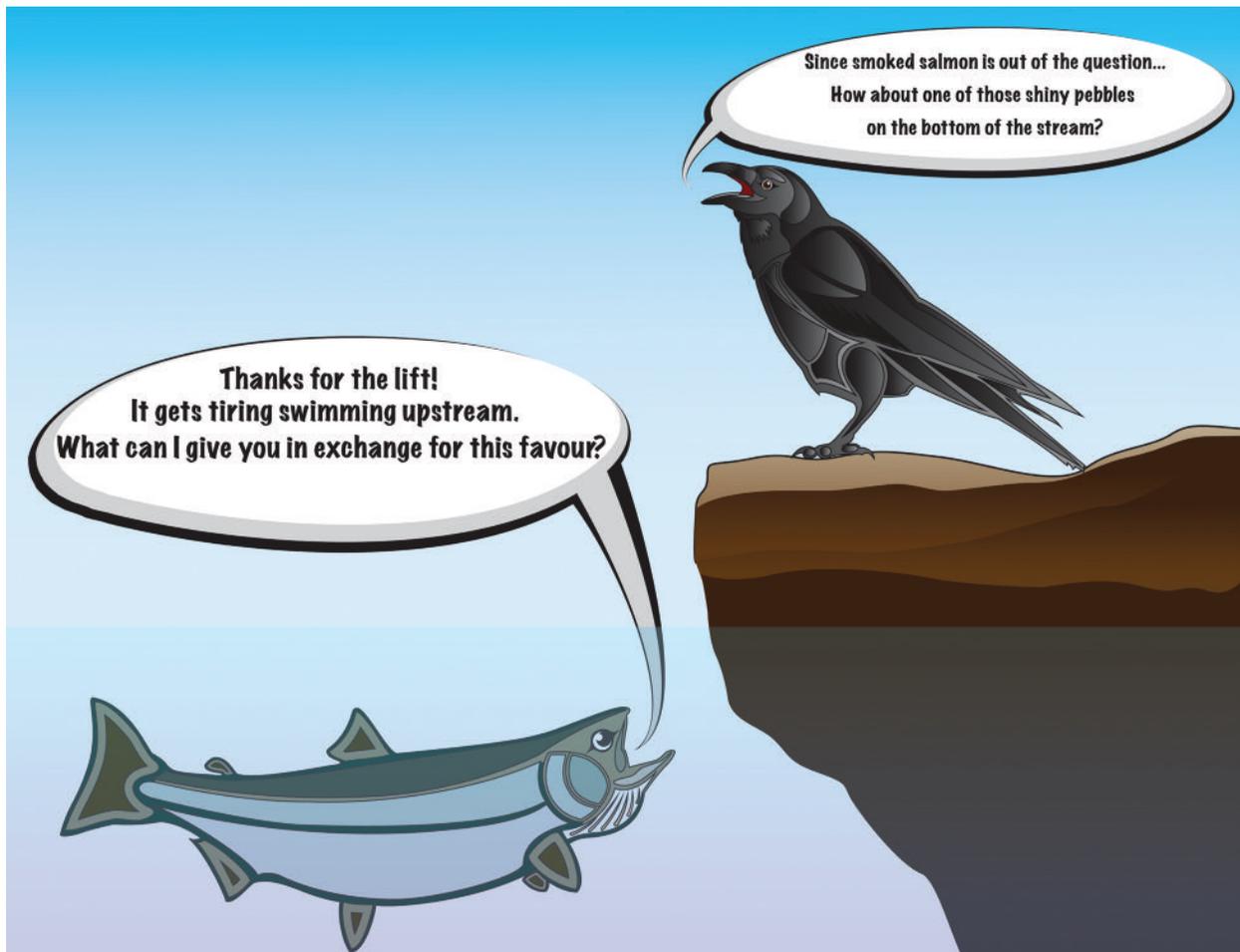
# THEME 1 PRINCIPLES OF EFFECTIVE MONEY MANAGEMENT

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## Agenda Map

- Video – Aboriginal People and Currency of the Past
- Lesson on Principles of Effective Money Management
- Exercise on Currency Used by Aboriginals in the Past; Currency Used by Aboriginals Today and What I learned about Aboriginals and Money Management

### Comic 1:



## Activity Sheet 3 Principles of Effective Money Management

Learn	Build your skills to understand what you need or want in the future and how to generate the money needed for it. Figure out where your money is coming from and what you're spending your money on.
Planning and Goal Setting	What activity would you like to do in the future? What items would you like to own in the future? Identify the steps to achieve this future goal.
Spending Plan	Identify how much money you will need for your future goal. What are the steps to save the amount of money needed?
Just Do It	Follow the steps that you've identified for your future goal.
Use Your Money	Spend the money in the way that you've planned. Spend less money than you make. Consider all features and costs before making purchases.
Keep an Eye on Things	Keep track of how you are working through the steps to achieve the goal and save the money. If things change, update your planned steps.
Build Your Cash Resources	Build your financial resources. Set aside money needed for your future goal. Put your money in a deposit account and make money off it if you can.
Protect Your Financial Story	Protect your financial information. Pay your bills on time. Build a good credit history.
Principles of Effective Money Management and Aboriginal People in the Past	<p><b>Aboriginal people have always been entrepreneurs and we have managed our resources.</b> We traded goods and we saved goods for future use. Examples of our goods are hides, furs, berries, plants, medicines, meat, fish and many others.</p> <p><b>Aboriginal people understood the change of seasons.</b> They knew what foods and medicines needed to be harvested in these seasons in order to survive in the winter months. Families taught their children and learned from other Nations as well.</p>

## Activity Sheet 3 Principles of Effective Money Management

**Aboriginal people planned for coming seasons and prepared.**

They have harvested plants and animals. Some food and medicine was used right away and others were saved for the future.

**Aboriginal people did not harvest everything.**

They left plants for re-growth. They left animals for reproduction. Leaving these alone was a form of investment.

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Notes:

## THEME 2 INCOME AND EXPENSES, BUDGETING AND GOAL SETTING, SAVING AND INVESTING

### Agenda Map

- Video– Youth and Money
- Lesson & Exercise on My Summer Job and \$1,200
- Lesson & Exercise on Spending Plan and Savings

### Comic 2:



## Activity Sheet 4 My Summer Job and \$1200.00

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### Instructions to Youth

Congratulations!!! At your summer job you have saved \$1200.00. With this money you have two choices: SPEND or SAVE.

Listed below are examples of things that you can buy. Each product or experience has an initial cost. However, other items have the initial cost and many other costs tied into it. You need to think “What are the benefits or consequences of this purchase? And, what are the real costs of this purchase?”

For example, if you buy a Smart Phone (similar to a cell phone but with tons of apps), it will cost you at the beginning \$200.00 to purchase. The other costs attached to this phone include the service plans (talk time, text time and digital time) that are approximately \$80.00 per month. Nearly every phone plan will make you sign a contract for one year. This means that it will cost you \$960.00 to keep this phone. So the real costs for one year of owning this new Smart Phone is \$1160.00 (cost to purchase the phone and the cost for the mandatory service plan).

Now, with your small group, you have \$1200.00 and 10 minutes to review the list of things or experiences that you can buy. Here are the steps to this game:

- 1** Review your items and place a checkmark ✓ in the column of things you want and are going to buy.
- 2** Go back and take a look at the items you have checked. Now, using your calculator, for each item record the real costs of this purchase (add the initial cost plus the other costs – results of spending).
- 3** Total up your real costs in the final column and record in that box. If you have decided to save some money, then follow the instructions in figuring this out (see the example).

## Activity Sheet 4 My Summer Job and \$1200.00

### Possible Expenses

Type of Expense	Initial Cost	Results of Spending (Other Costs)	Check <input checked="" type="checkbox"/> if this is the item you are going to buy.	Record the real costs (initial cost + the other costs/ results of spending) of this item
<b>Example: Smart Phone</b>	\$200	Extra costs for the smart phone are \$50/month for talk time and \$30 for digital time. Total ongoing costs to maintain the smart phone for the year is $\$50 + 30 = \$80.00$ month $\$80.00 \times 12 \text{ months} = \$960$	<input checked="" type="checkbox"/>	$200 + 960 = \$1160.00$ for the year
<b>Clothing</b>	\$50 each	Will have the clothing for 1 ½ years	<input type="checkbox"/>	
<b>10-year old car</b>	\$1,000	Extra costs for the care are insurance of \$2,000, gas costing \$200/month, and repairs that cost \$2,000 over the year. Total costs to keep the car on the road are \$6,400 for the year. The car might have been affordable in relation to your income, but the ongoing costs weren't.	<input type="checkbox"/>	
<b>MP3 Player</b>	\$200	Extra spending to purchase music was \$5/month. You didn't have a computer to download the music, so you used the computer in the school library. You forgot to logoff the computer in the library, and another student purchased \$100 of downloads on your account. The company required you to pay for it. The battery on the MP3 player died after 6 months, and you couldn't replace the battery. You no longer have an MP3 player that works, and you paid an extra \$130 in costs.	<input type="checkbox"/>	
<b>Electronic game system</b>	\$400	The game system only came with 1 game. You spend an extra \$200 for games that you wanted to pay. You also spent an extra \$100 for a second game controller so you can play with your friends. The total additional spending for the game system was \$300.	<input type="checkbox"/>	
<b>Birthday Gift for Sister – Took her out to dinner</b>	\$100	Dinner was great. You have nothing to show for it, but your sister appreciated your thoughtfulness in taking her out for her birthday. You had some good laughs over dinner.	<input type="checkbox"/>	
<b>Go to the dinner and a movie with friends.</b>	\$80	Dinner and the movie was great. You have some good memories with your friends.	<input type="checkbox"/>	

## Activity Sheet 4 My Summer Job and \$1200.00

### Possible Expenses (continued)

Type of Expense	Initial Cost	Results of Spending (Other Costs)	Check <input type="checkbox"/> if this is the item you are going to buy.	Record the real costs (initial cost + the other costs/ results of spending) of this item
Travel to a pow wow	\$200	Your trip was awesome. You met up with friends you haven't seen in a while, and you made some new friends. You spent an extra \$50 on food that you didn't plan on and you bought some t-shirts that cost \$50. You have some great memories from the trip. You spent \$100 more than you expected.	<input type="checkbox"/>	
Total up all items "Real Costs"				
SAVE MONEY		<p>Take the amount and multiply by 5% (bank rate of interest paid to you for saving your money with them in an account). Take these two amounts and add together. This is what you get to keep in your pocket.</p> <p>Example: <math>\\$1200 \times 5\% = \\$60</math>  <math>\\$1200.00 + 60 = \\$1260.00</math>            You have \$1260.00 in your bank account and it is still collecting interest every day.</p>		Gained Money – How much did you gain?

Notes:

## Activity Sheet 5 Spending Plan Worksheet

### Expense Tracker

Day of Week (ex. Monday)

Description of what you bought:	Cost
Lunch	
Snacks (name of store)	
Snacks (name of store)	
Snacks (name of store)	
Clothing (name of store)	
School Fees	
Other	
Other	
<b>Total</b>	

## Activity Sheet 5 Spending Plan Worksheet

### Monthly Expense Summary

Expense Category	Amount
<b>Fixed:</b>	
Cell Phone Plan	
Rent	
Car Insurance	
Total Fixed	
<b>Flexible:</b>	
Food (lunch, snacks, etc.)	
Clothing & Accessories	
Entertainment (movies, video rentals, etc.)	
Transportation (bus fare, gas)	
School Supplies/Fees	
Gifts	
Personal Hygiene	
Sports/Hobbies	
Other:	
<b>Total Flexible</b>	
<b>Total Monthly Expenses</b>	

Convert your weekly expenses to a monthly expense by multiplying the amount by 4. Include expenses that you only pay once per month.

## Activity Sheet 5 Spending Plan Worksheet

### Irregular Expense Worksheet

Fixed:	Frequency	Amount	Converted to Monthly
Sport Registration Fees	Once/year		
Flexible:			
Christmas Gifts			
Birthday Gifts	Every 3 months		
Tournament Fees			
Travel			
School Clothing	Twice/year		

Note: To convert expenses to monthly, calculate the following:

Once/year: Divide the amount by 12.

Twice /year: Divide the amount by 6

Every 3 months: Divide the amount by 3

### Monthly Income Worksheet:

Description of Income	Amount
Job	
Honourarium	
Allowance	
Other:	
<b>Total Monthly Income</b>	

## Activity Sheet 5 Spending Plan Worksheet

### Monthly Spending Plan Worksheet

Description of Income and Expenses	Spending Plan	Actual Spending
<b>INCOME</b>		
Job		
Honourarium		
Allowance		
Other:		
<b>TOTAL MONTHLY INCOME</b>		
<b>MONTHLY EXPENSES</b>		
<b>Savings:</b> (ex. entertainment, sports equipment)		
For:		
For:		
Emergencies		
College or University		
<b>TOTAL SAVINGS</b>		
<b>Fixed:</b>		
Cell Phone Plan		
Rent		
Car Insurance		
Sports Registration Fees		
Other:		
<b>TOTAL FIXED</b>		

## Activity Sheet 5 Spending Plan Worksheet

### Monthly Spending Plan Worksheet (continued)

Description of Income and Expenses	Spending Plan	Actual Spending
<b>MONTHLY EXPENSES</b> (continued)		
<b>Flexible:</b>		
Food (lunch, snacks, etc.)		
Clothing & Accessories		
School Clothing		
Entertainment (movies, video rentals, etc.)		
Transportation (bus fare, gas)		
School Supplies/Fees		
Travel		
Christmas Gifts		
Birthday & Other Gifts		
Personal Hygiene		
Tournament Fees		
Sports/Hobbies		
Other:		
<b>TOTAL FLEXIBLE</b>		
<b>Total Monthly Expenses</b> (Savings + Fixed + Flexible)		
<b>Difference</b> (Total Monthly Income – Total Monthly Expenses)		

Note: Transfer the amounts from the monthly expense summary and irregular expense worksheet and income worksheet. Complete the worksheet in pencil because you will need to change it once you calculate the difference.

## **THEME 3 PURCHASING, CONSUMER AWARENESS, CREDIT AND RISK, BANKING THAT'S RIGHT FOR YOU**

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### **Agenda Map**

- Video – The bank of parents
- Lesson on Consumer Awareness, Banking and Credit
- Web of Truth Exercise
- Exercise on Reading Between the Lines

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### **Be a shopper (consumer) that is aware!!**

1<sup>st</sup> – Do I really need this or do I want it?  
Is it in my spending plan?

2<sup>nd</sup> – What are the important features that it must have to satisfy me?



3<sup>rd</sup> – What is the full cost (purchase price including taxes, warranty, ongoing costs)?

## Activity Sheet 6 Consumer Awareness, Banking and Credit

### Set up a personal deposit account with a financial institution

Things to think about	Questions to ask	Answers to your questions
Location	It is located close to you? Can you easily get to it, if you need to? If you can't easily go to their office, can you access it online or through automated banking machines?	
Trust	Do you have trust in the institution? Was the trust gained by your parent's use? Was it recommended by a family member or friend?	
Services	Does it provide services and access to your money in the way that you want? Can you access your account through the Internet or automated bank machines (ABM)? If you want to do your banking in-person, are you able to and what are the hours?	
Cost	What is it going to cost you to deposit your money and use it? What are the monthly service fees, withdrawal fees, ABM fees? Do you need to keep a minimum balance in your account? Can you save costs by using a special account package, ex. youth account.	
Interest	Are you interested in setting aside savings in an account to make money? If so, how much interest will be institution pay for using your money?	
Awareness of the Aboriginal community?	What is the institution's experience within the Aboriginal community and with other Aboriginal people? Does the institution have any Aboriginal employees? Is the bank familiar with some Aboriginal-specific issues such as tax-free income when they are looking at providing a loan?	

## Activity Sheet 6 Consumer Awareness, Banking and Credit

### Types of Financial Institutions in Canada

Financial Institution	Description
Bank	A corporation that accept deposits and provide loans and other credit. Banks generally have branches across Canada. <b>Examples:</b> TD Canada Trust, Scotiabank, First Nation Bank
Trust and Loan Companies	A corporation that administers trusts and estates. It also accepts deposits and provides loans and other credit. Trust companies usually provide services within a specific region. <b>Examples:</b> Peace Hills Trust, All Nations Trust Company
Credit Unions & Caisse Populaire	Companies that accept deposits and provide loans and other credit. They are cooperative companies where they are owned and controlled by its members. To use its services, you need to be a member. <b>Examples:</b> Desjardins Caisse Populaire Kahnawake, Me-Dian Credit Union
Insurance Companies	A corporation that you pay to insure your life or property against loss. If you experience a loss, the company pays an agreed amount to make up for your loss. <b>Example:</b> Car insurance – pay a monthly or annual fee. If there is an accident or loss to the vehicle, the insurance company pays the cost.
Investment Companies	A company where you invest your savings to earn money and grow your savings. The company pays income to you for the use of your money. There will be fees related to your investment. <b>Example:</b> Invest your money in a company that holds bonds. Interested is paid to you at certain periods in the year.
Finance and Leasing Companies	Corporations that provide you with access to equipment and vehicles for a monthly payment. The company owns the equipment or vehicle until you pay off a specific financed value or return it (in the case of a lease). <b>Example:</b> If you want to buy a boat, but you don't have all of enough money. You enter into an agreement with the finance company. The company takes ownership of the boat, but provides the boat to you to use. You pay the company a monthly amount and all costs to operate and maintain the boat. At the end of the finance period, you've paid all of the financing on the boat, and the ownership is given to you.



# **GREAT DEAL!!**

## **NEW SMART PHONE FOR SALE!!**

### **COOLEST APPS AND COOLEST COLOURS FOR THE TEEN ON THE GO!!**

### **BE THE FIRST ONE TO OWN ONE OF THESE!!**

**\*0 \$\$\$ DOWN! 1ST THREE (3) MONTHS FREE!!**

\*This offer is conditional upon ability to get credit or have a co-signer. You must sign a contract for two (2) years to be eligible for this special offer.

#### **Contract terms:**

After the three (3) months, the regular monthly rate plan for ownership is \$25.00. You must pay this monthly rate for twenty-one (21) months as covered in the two (2) year contract. This covers only local talk time, up to a maximum of sixty (60) minutes, per month. Each additional one (1) minute of talk time is 0.15 cents.

Each text will cost 0.25 cents. This includes outgoing and incoming messages.

Each digital download and app will range from \$1.00 to \$2.50.

All transactions are subject to the HST (13%)

The cost of cancelling this phone is full payment of the twenty-four (24) months (2 years) and a service charge of \$150.00. This is also subject to the HST (13%).

## Activity Sheet 7 Reading Between the Lines

### Smart Phone Activity

Question or Problem	Answers
<b>Group 1:</b> What are the key features of this phone? What words do the advertisers use to hook you in?	
<b>Group 2:</b> Let's find out the real costs! Calculate the contract of owning of this phone. You must sign a contract and commit to paying for twenty-one (21) months. How much is this? Add in the HST. Example ( $\$100.00 \times 13\% = 13.00$ , Therefore, the total, including taxes, is $\$113.00$ )	
<b>Group 3:</b> How much local talk time do you get? Is this enough per month?	
<b>Group 4:</b> What is the cost of extra talk time per month? *Did you know that the average teenager will talk 600 minutes per month on a phone?	
<b>Group 5:</b> What is the cost of texting? *Did you know that the average teenager receives 300 texts per month and sends about 300 texts per month (for a total of 600 sent and received)?	
<b>Group 6:</b> What is the cost of downloads and apps? *Did you know that the average teenager will download (music, wallpaper, video) many apps (games, social networks) onto their phones? The average is 50 downloads and apps per month.	
<b>Group 7:</b> What is the cost of cancelling the phone? *Did you know that the average teen will upgrade their phones every one (1) to two (2) years? Which means they have to pay a service charge for this upgrade.	
<b>All Answer:</b> Is this a good deal? Why or why not?	

## Activity Sheet 7 Reading Between the Lines

### Other Key Things to Consider:

If you default on your payments, which means that you don't pay or are late with payments. This information goes into your credit history. This information can damage your credit history. You need to make your payments on time.

Remember these steps that are necessary in building or repairing your credit history

- 1 Don't make purchases for other people on your credit card. You aren't guaranteed to receive the money in time to make the payment.
- 2 Pay all of your bills on time. Late payments on a cell phone bill will be reported on your credit report.
- 3 Pay your debts as quickly as possible. It shows that you are serious about paying your credit.
- 4 Limit the number of credit applications that you make. If you make numerous credit applications, institutions become suspicious.
- 5 Review your monthly statements and make sure they are correct.
- 6 Report unauthorized transactions on your credit card immediately to get it resolved.

### Comic 3:

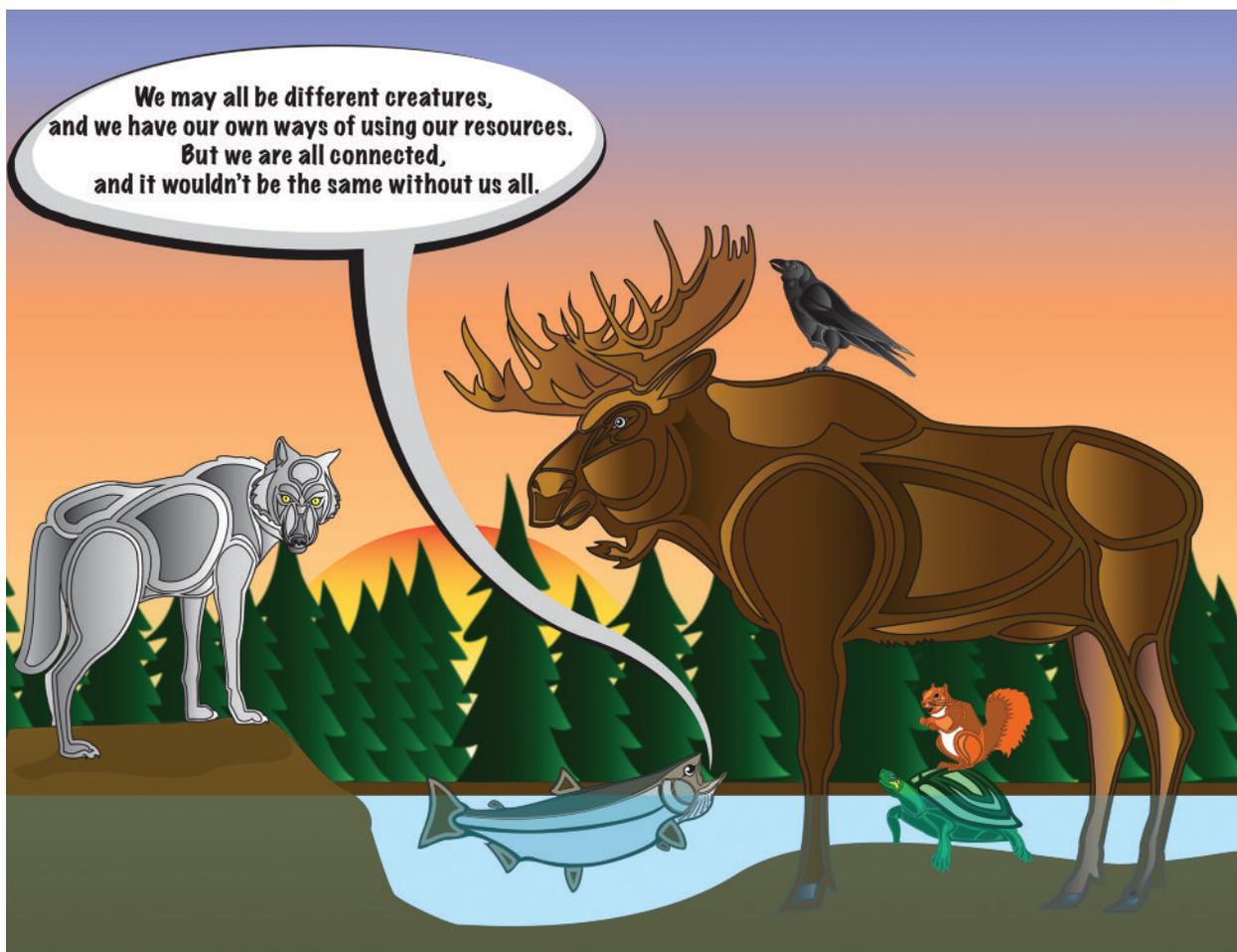


## THEME 4 HOW SOUND FINANCIAL PRACTICES CAN IMPACT YOU AND YOUR COMMUNITY

### Agenda Map

- Video – Impacts of Financial Practices
- Lesson on Sound Financial Practices
- Career Scavenger Hunt

### Comic 4:



## Activity Sheet 8 Impacts of Financial Practices

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### Impacts of Sound/Unsound Financial Practices

How do sound and unsound financial practices affect you?

#### Your Community:

If the community practices sound financial management, the community is able to maintain programs and services for community members. For example: the community may start new programs like monthly youth recreation trips to the movie theatre or be able to open up the gym.

#### Your Parents/Guardians:

If the family practices sound financial management, family spending is kept up to date and savings are set aside for future activities (trip to a theme park or a powwow).

There is a sense of stability and wellness within the family knowing that there is enough money to pay bills. The family is better prepared to pay for unexpected expenses (fees for a school activity).

#### Unsound financial practices:

An example of this is if a parent/guardian loses a job (or is unable to secure a job) this means that: they can only cover needed items (food, shelter), youth aren't able to participate in activities that cost money (hockey or figure skating), parents may worry over money and whether they can pay their bills, and if parents aren't able to keep paying bills (car loan) they may need to give up that item (their car).

## Activity Sheet 9 Careers in Finance

Occupation	Description	Potential Employers
<b>Financial Officer or Manager</b>	Examine and analyze the accounting and financial records of individuals, businesses and organizations to ensure accuracy and compliance with established accounting standards and procedures. Plan, organize and administer accounting systems for individuals, businesses and organizations. Articling students in accounting firms are included in this unit group.	Aboriginal community/band offices, Tribal Councils, Aboriginal organizations, banks, other financial institutions and accounting firms employ financial officers and managers. Financial officers, managers and accountants may also be self-employed.
<b>Financial and Investment Analysts</b>	Collect and analyze financial information related to stocks, bonds and other investments to provide financial and investment or financing advice for their company or their company's clients.	A wide range of organizations in the private and public sector use financial analysts such as banks, brokerage houses, insurance companies, investment companies, manufacturing firms, trust companies, utility companies and underwriting firms. Brokerage houses and trust companies primarily use investment analysts.
<b>Loan Officer</b>	Examine, evaluate and process credit and loan applications.	Banks, trust companies, credit unions and similar financial institutions use loan officers.
<b>Bookkeeper</b>	Maintain all accounting records, process and record financial transactions for a business or organization. May provide personal bookkeeping services.	Public and private sector organizations that are small enough that they don't need individual accounting clerks use bookkeepers. A bookkeeper may be self-employed and maintain the records for small businesses and organizations.
<b>Accounting and Related Clerks</b>	Calculate, prepare and process bills, invoices, accounts payable and receivable, budgets and other financial records according to established procedures.	Larger public and private sector organizations use accounting clerks.
<b>Payroll Clerk</b>	Collect, verify and process payroll information. Determine pay and benefit entitlements for employees within a department, company or other establishment.	All public and private sector organizations that employ a large number of people use payroll clerks.
<b>Customer Service Representative</b>	Process customers' financial transactions and provide information on related banking products and services.	Banks, trust companies, credit unions and other financial institutions use customer service representatives.

Source: National Occupational Classification, Human Resources and Skills Development Canada

## Activity Sheet 10 Scavenger Hunt on Careers



### CASHIER

Career Attributes		Life Style Characteristics	
<b>Job Description</b>	Record and receive payment from customers in stores, restaurants, movie theatres, and other establishments.	<b>Time for Family and Hobbies</b>	Significant time is available for family and hobbies because job responsibilities are limited to working hours.
<b>Skills and Education Needed</b>	Skills - Math, read price tag, use cash register, oral communication, and significant use of memory. Education - Some secondary school is usually required	<b>Ability to Own Things</b>	Ability to own things is limited due to the lower income level.
<b>Wage Range</b>	\$10.25 to \$15.00 per hour	<b>Ability to Travel</b>	Ability to travel is limited due to lower income level.



### ELEMENTARY SCHOOL TEACHER

Career Attributes		Life Style Characteristics	
<b>Job Description</b>	Prepare courses for students, teach students according to a systematic lesson plan, assign and correct homework, prepare and correct tests, and assess the progress of students in learning curriculum.	<b>Wage Range</b>	\$11.90 to \$51.70 per hour
<b>Skills and Education Needed</b>	Skills - Critical thinking skills are needed to determine students' understanding of topics. Oral communication skills are needed to speak with students, parents, suppliers and school workers. Ability to work with others including parents and other school workers. Education - Bachelor's Degree in Education, an additional Undergraduate Degree in the Arts or Sciences and a Provincial Teaching Certificate is Required	<b>Time for Family and Hobbies</b>	Summers can be taken off, unless you choose to take courses and upgrade. However, significant work is completed in evenings during the school year to prepare for classes and correct homework and tests.
		<b>Ability to Own Things</b>	Once the higher wage level is achieved, there is a greater ability to own things.
		<b>Ability to Travel</b>	Once the higher wage level is achieved, there is a greater ability to travel due to the increased income level.

## Activity Sheet 10 Scavenger Hunt on Careers



# FINANCIAL MANAGER

Career Attributes		Life Style Characteristics	
<b>Job Description</b>	Plan, direct, organize and control the operation of an accounting or other finance department. Implement financial policies and procedures. Prepare or coordinate the preparation of budgets and financial statements of the organization.	<b>Wage Range</b>	\$11.38 to \$48.00 per hour
<b>Skills and Education Needed</b>	<p><b>Skills:</b> A strong understanding of accounting and financial analysis is required. Computer use is required for word processing, financial analysis and the operation of specific accounting software. Strong numeracy skills required. Oral communication skills are needed to interact with employees and coworkers within other departments of the organization.</p> <p><b>Education:</b> A Bachelor's Degree in Business Administration, Economic, Commerce or other related field is required. An accounting designation or Master's Degree in Business Administration may also be required. AFOA Canada also offers the Certified Aboriginal Financial Management (CAFM) designation.</p>	<b>Time for Family and Hobbies</b>	Significant time commitment is required to the job including working evenings or weekends to prepare or provide financial reports as required.
		<b>Ability to Own Things</b>	Once the higher wage level is achieved, there is a greater ability to own things.
		<b>Ability to Travel</b>	Once the higher wage level is achieved, there is a greater ability to travel due to the increased income level.

## Activity Sheet 10 Scavenger Hunt on Careers



# AUTOMOTIVE SERVICE TECHNICIAN

Career Attributes		Life Style Characteristics	
<b>Job Description</b>	Inspect and test motor vehicles. Adjust, repair or replace parts on motor vehicles. Perform maintenance service such as oil changes.	<b>Wage Range</b>	\$10.50 to \$26.00 per hour
<b>Skills and Education Needed</b>	<p><b>Skills:</b> Must be able to adjust, repair and replace automotive parts and perform routine maintenance. Oral communication is needed to discuss issues with co-workers and talk to customers to discuss their vehicle. Problem solving is needed to assess required repair issue.</p> <p><b>Education:</b> Completion of high school is generally required. Completion of apprenticeship or a combination of trade school and work experience. Automotive service technician certification is required in most provinces.</p>	<b>Time for Family and Hobbies</b>	Significant time is available for family and hobbies because work is limited to work hours. Some automotive service technicians may work on-call which impacts family time.
		<b>Ability to Own Things</b>	Once the higher wage level is achieved, there is a greater ability to own things.
		<b>Ability to Travel</b>	Once the higher wage level is achieved, there is a greater ability to travel due to the increased income level.

## Activity Sheet 10 Scavenger Hunt on Careers



### CONSTRUCTION TRADES LABOURER

#### Career Attributes

**Job Description** Load and unload construction materials, move materials to work areas, erect and dismantle concrete forms/scaffolding at construction sites, assist tradespersons in construction activities, level earth to grade specifications, and direct traffic at or near construction sites.

**Skills and Education Needed** **Skills:** Some experience in general construction is required. Oral communication skills are required to interact with coworkers. Ability to perform manual labour is required. **Education:** There is no required education. Although, a grade 12 diploma is encouraged and a Construction Helper certificate from a college is also encouraged.

#### Life Style Characteristics

**Wage Range** \$11.25 to \$23.00 per hour

**Time for Family and Hobbies** Time available for family and hobbies is depending on the construction season. This occupation generally works long hours and weekends at the height of the construction season. In cold climates, construction trades labourers have the winter off.

**Ability to Own Things** Once the higher wage level is achieved, there is a greater ability to own things.

**Ability to Travel** Once the higher wage level is achieved, there is a greater ability to travel due to the increased income level.



### ARTISAN/CRAFTSPERSON

#### Career Attributes

**Job Description** Create art or crafts through the use of tools, natural and synthetic materials

**Skills and Education Needed** **Skills:** Creative ability and talent, as demonstrated by a portfolio of work, knowledge of safe handling of material, tools and equipment are required. Arts or craft making skills are generally acquired through working with a master crafts person. **Education:** There is no required education. A degree in fine arts may be required for some employment.

#### Life Style Characteristics

**Wage Range** \$11.25 to \$28.50 per hour

**Time for Family and Hobbies** Many artisans and craftspersons create art as a hobby. A number of artisans and craftspersons are self-employed, and their time available for family is dictated by their commitment to their art.

**Ability to Own Things** Once the higher wage level is achieved, there is a greater ability to own things.

**Ability to Travel** Once the higher wage level is achieved, there is a greater ability to travel due to the increased income level.

## Activity Sheet 10 Scavenger Hunt on Careers



# CHIEF EXECUTIVE OFFICER

Career Attributes		Life Style Characteristics	
<b>Job Description</b>	Establish objectives for the company and formulate or approve policies and programs. Allocate material, human and financial resources to implement company policies and programs. Coordinate the work of regions, divisions or departments. Represent the company in negotiations or other official functions	<b>Wage Range</b>	\$13.57 – \$274.52 per hour
		<b>Time for Family and Hobbies</b>	Significant demands are placed on the individual outside of work hours. This limits the time available for family and hobbies.
		<b>Ability to Own Things</b>	Due to the high wage range, the ability to own things is high.
<b>Skills and Education Needed</b>	<p><b>Skills:</b> Analytical and problem solving skills are required to assess opportunities and issues. A high level of oral and written communications is needed. The ability to supervise and direct employees is essential.</p> <p><b>Education:</b> University degree or college diploma in engineering, business administration, commerce or other discipline related to the company's product is usually required.</p>	<b>Ability to Travel</b>	The ability to travel is high due to the opportunity to earn a high income. This occupation may also involve significant travel related to work.

## Activity Sheet 10 Scavenger Hunt on Careers



# FLIGHT ATTENDANT

Career Attributes		Life Style Characteristics	
<b>Job Description</b>	Greet passenger, explain and demonstrate safety procedures, serve food and beverages to passengers, and attend to passenger safety during take-off, landing and emergencies.	<b>Wage Range</b>	\$20.00 to \$51.30 per hour
<b>Skills and Education Needed</b>	<p><b>Skills:</b> Oral communication skills are required to interact with coworkers, take orders from passengers and provide information to passengers. Numeracy skills are required to process payment for purchases. Problem solving and decision making skills are needed to address issues with passengers.</p> <p><b>Education:</b> High school diploma. Completion of Transport Canada approved training program is required.</p>	<b>Time for Family and Hobbies</b>	Time for family and hobbies is limited by the shift work and out-of-town travel required by the job.
		<b>Ability to Own Things</b>	Upon increasing to the higher wage level, the ability to own things is increased.
		<b>Ability to Travel</b>	Significant travel is required of this occupation.

## Activity Sheet 10 Scavenger Hunt on Careers



# FINANCIAL AUDITOR

Career Attributes		Life Style Characteristics	
<b>Job Description</b>	Examine and analyze journal and ledger entries, bank statements, tax returns and other accounting and financial records, of a company to ensure financial recording accuracy and compliance with established accounting standards, procedures and internal controls. Prepare detailed reports on audit findings and recommend improvements to accounting and management practices	<b>Wage Range</b>	\$15.30 to \$49.00 per hour
		<b>Time for Family and Hobbies</b>	This occupation requires significant time working outside of work hours which will impact time for family and hobbies.
		<b>Ability to Own Things</b>	Once the higher wage range is achieved, the ability to own things exists.
<b>Skills and Education Needed</b>	<p><b>Skills:</b> Accounting and financial analysis skills are required. Significant document use skills are required including reviewing documents and locating required financial information, completing entry forms and entering data in lists and tables. Oral and written communications skills are required to prepare and provide reports to clients. Strong numeracy and analytical skills are also required.</p> <p><b>Education:</b> University degree in business administration or commerce. An accounting designation is also required. Licensing by a provincial governing body to practice public accounting is also required.</p>	<b>Ability to Travel</b>	Travel is required meet with clients at their office. The ability to travel for personal use increases with the wage range.

## Scavenger Hunt Q and A

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Your name: .....

Indicate the name of the group you are in:

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Financial Officer or Manager</b>  | <input type="checkbox"/> <b>Accounting/Related Clerks</b>       |
| <input type="checkbox"/> <b>Financial/Investment Analysts</b> | <input type="checkbox"/> <b>Payroll Clerks</b>                  |
| <input type="checkbox"/> <b>Loan Officer</b>                  | <input type="checkbox"/> <b>Customer Service Representative</b> |
| <input type="checkbox"/> <b>Bookkeeper</b>                    |   |

**1** Under the career **Cashier**, what is the key thing that they do (job description)?

.....  
.....

**2** Under the career **Elementary School Teacher**, what time is there for family and hobbies?

.....  
.....

**3** Under the career **Financial Manager**, what is the education required for this job?

.....  
.....

**4** Under the career **Automotive Service Technician**, what is the key skill that they must possess?

.....  
.....

**5** Under the career **Construction Trades Labourer**, what is the wage range?

.....  
.....

**6** Under the career **Artisan/Craftsperson**, what is the ability to own things?

.....  
.....

**7** Under the career **Chief Executive Officer**, what is the ability to travel?

.....  
.....

**8** Under the career **Flight Attendant**, what is the education needed?

.....  
.....

**9** Under the career **Financial Auditor**, what is the key thing that they do?

.....  
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# CLOSING ACTIVITY

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## Agenda Map

- What have you learned today
- Final Lesson & Quiz
- If I had a Million Dollars
- Resources Available

## Activity Sheet 11 Online Resources

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### **Aboriginal Financial Officers Association (AFOA)**

[www.afoa.ca](http://www.afoa.ca)

Financial resources for Aboriginal people working in finance. This includes information on becoming a Certified Aboriginal Financial Manager, resources for community financial management, and membership with the AFOA.

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### **Your Money**

[www.yourmoney.cba.ca](http://www.yourmoney.cba.ca)

Financial literacy resource for young people to learn how to use money wisely to reach their goals. Resources for classrooms and teachers are also available on this site.

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### **The Money Belt**

[www.themoneybelt.ca](http://www.themoneybelt.ca)

Information and resources to build your knowledge and confidence in handling finances and making decisions about money. The web site features, The City, online activities that can be used by students and teachers to learn financial life skills.

## Activity Sheet 12 Post Quiz

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Indicate the answer that applies to you. Once complete, detach and give to your instructor of this workshop.

### What is NOT a principle of sound money management?

- Identify how much money you'll need for a future goal.
- Get an understanding of where your money comes from and where you spend it.
- Spend, spend, spend – until all my money is gone.
- Use a spending plan
- Pay your bills on time

### Would you consider working in a finance job?

- Yes     No

### When deciding whether or not to buy something, what influences your decision?

- Brand Name
- Price
- Do I Need This?
- All of the Above
- None of the Above

### If you don't already have one, will you use a personal deposit account to help keep your money safe?

- Yes     No

### Thinking of a future goal that you have, how important is it for you to protect your financial story?

- Very important
- Somewhat important
- Neither important or unimportant
- Somewhat unimportant
- Not very important

Continued...

## Activity Sheet 12 Post Quiz

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**Would you lend money to someone who didn't repay money that they borrowed from you in the past?**

- Yes    No

**Thinking about the programs and services that you or your family use within your community, how much do the financial decisions made by your community impact your life?**

- Very Much  
 Somewhat  
 Not Much  
 Not at All

**When you are shopping for a personal deposit account, what quality would you look for in a financial institution?**

- Located close to you  
 Recommendation by family or friends  
 Fees to access my money  
 Internet access  
 All of the above

**Do you feel that you've learned something today to help you better manage money?**

- Yes    No



