SMMC Workshop Requests Policy

USFSCO’s Student Money Management Center (SMMC) facilitates workshops by request on a variety of financial topics. A list of pre-packaged programs can be found here: [http://go.uillinois.edu/SMMC_Worksheets_List](http://go.uillinois.edu/SMMC_Worksheets_List).

Please allow a minimum of 3 weeks for SMMC to prepare for or coordinate workshops for your organization. We can also develop programs from scratch, but additional time is required to develop new programs.

All workshop requests must be sent to studentmoney@uillinois.edu and include:

- Department or student organization requesting workshop
- Topic desired to be covered or prepackaged workshop title
- Intended location, preferred date(s) & time(s)
- Demographics of intended audience (undergraduate, graduate, etc.)
- Estimated number of participants

**Here is our online form:** [http://go.uillinois.edu/SMMCWorkshopRequestForm](http://go.uillinois.edu/SMMCWorkshopRequestForm)

Due to the amount of requests that SMMC receives, a minimum of 10 participants must be guaranteed by the partnering organization or registered for the workshop at least 24 hours before the event begins. Otherwise, we will cancel the workshop. With the time it takes to prepare for and market in-person events, it is critical that our partnering organizations encourage students to attend the workshops.

We have the most success when our partners use their “trusted messenger” status to encourage student participation in financial education. You can do this by promoting these events through social media, email listservs or flyers in your offices. Your relationships with students are important for encouraging participation in events.

If you need help with the development of marketing materials, please do not hesitate to contact us.

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AP