

All My Money Notebook Assembly 2005 Edition

1. Insert the hole-punched part of the shrink-wrapped curriculum into the tab sets for the preliminary pages, Lessons 1-8 and Appendices A and B.
2. Insert the handout originals (those pages that are not 3-hole punched) in the plastic sheet protectors in **Appendix C**. The masters are printed on a bit heavier paper than the text. This might take a bit of patience to insert the masters in the plastic sheet protectors; opening the sheet protector first helps. Also, masters slide in and out better after the first time. (You might want to have your office staff assemble these materials for any workshops you teach if you don't want to spend the time having attendees do this at the workshops.) Use one sheet protector for each of the following sets of pages:
 - a. Evaluation-1 through Evaluation-4.
 - b. Handout 1-1 through Handout 1-5.
 - c. Handout 2-1 through page 4 of *101 Ways to Save Money*.
 - d. Handout 3-1 through Handout 3-8.
 - e. Handout 4-1 through Handout 4-7.
 - f. Handout 5-1 through Handout 5-7.
 - g. Handout 6-1 through the first 2 Attorney General's Fact Sheets (*Things You Should Know About Shopping, Magazine Sales*).
 - h. Attorney General's Fact Sheets (*Telemarketing Calls, Used Cars*).
 - i. Attorney General's Fact Sheets (*Pay Per Call Services, Advance Fee Loans, Internet Shopping, Online Scams*).
 - j. Handout 7-1 through Handout 7-3. (Please note that the Attorney General's Fact Sheets on pages 7-5 through 7-20 are **not** handouts so there are no masters for these sheets. As noted on page 7-4, the trainer has permission to copy these as needed.
 - k. Handout 8-1 through Handout 8-10.
 - l. Handout 8-11 through page 8 of the "Your Checking Account" booklet.
3. Insert the masters for the Additional Teaching Materials in the plastic sheet protectors in **Appendix D**. These fit into 3 plastic sheet protectors if divided as follows:
 - a. First 9 sheets: first sheet of the Budget/Spending Choices Cards through the sheet of \$20 bills.
 - b. Next 9 sheets: the sheet of \$50 bills through the last sheet of the Fixed/Flexible Expense Cards.
 - c. Last 11 sheets: the "Budgeting Tip Card" sheet through the ATM illustration.
4. Insert the card stock copy of Monthly Food Shopping: Foods that Keep a Long Time (4 pages) into a page protector. Place this item in the *Resource Box*.

Ignore any blank pages. Since pages are printed in plates of 16 pages each, printers may insert blank pages to finish out a plate.