



The Family Resource Center at Gorham

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Rock and “Roll”

Procedure Guide

Before the Event:

Make contact with a teacher who is interested and willing to organize a group of responsible students for the activity. The teacher will take care of reserving the space and will be there at the time of the event to supervise. They may also offer to publicize the event at the school. They can also arrange for the music and they know the school rules regarding what music is allowed, etc)

Set Up:

- Arrive ½ hour prior to start time for set up.
- Set up 3 to 4 tables with sorting tubes, coin wrappers, pens and receipts which will show total amount of money wrapped and ready for deposit. (I purchased FAST WRAP Coin Counting Tubes at Staples for \$16.00/set (also at <http://www.coinsupplyexpress.com/224000400-MMF-sku-3584.aspx>) and Sort-N-Save Banks from TJ Maxx for about \$8.00/set. Both use tubes with slots in the top...when the coins slide out the top slot, the tube is full and the wrappers can be slid over the coins by lightly shaking the tube). We had trouble with automatic sorters as they tended to jam.
- Place a copy of **Rock and “Roll” Helpful Hints** on each table.
- I’ve found that the penny tubes are usually in high demand and the quarter tubes are least in demand.

The Event:

- When students arrive, explain the reason for *Roll Your Change Week*, go over the Helpful Hints and thank them for providing the community service.
- Ask students to guess the total amount that will be rolled in the 1½ or 2 hour period and record the names of the students and their guesses. At the end of the counting, you will announce the final total and who was closest. (This is usually very illuminating and it offers a great opportunity to talk about how small amounts really add up).
- **Important Note:** To avoid accidentally mixing funds from more than one person, students should be careful to have only one person’s money on a table at a time. Tables should be far enough apart to be sure things are kept separate.

- As coin rolls are filled, the students write the coin owner's name on each roll and the total amount is listed on the receipt, which goes into the container at the end. (If there is an odd amount of change left over that doesn't total enough for a wrapper, it can be counted and left loose in the container).
- The coin owner's name and the total amount of their change is listed on the summary sheet. This is totaled at the end of the event.
- You may find that other teachers will leave jars or baggies of coins that they have labeled with their names and the supervising teacher will have the students roll the coins and then put the coin rolls back into the labeled container. (I usually bring additional gallon size zip-lock baggies in case the original container has a small neck or a baggie breaks, etc.)
- You may find it helpful to have a container of Germ-X and paper towels... coins are very dirty!
- Though not necessary, it is a nice gesture if you bring a tray of cookies and a couple of bottles of soda and cups. This is when the Germ-X is especially handy. (When we go to Berlin High School, the Student Senate provides pizza and drinks for the students.)

Wrap Up:

- Certificates of Appreciation to students (sample is available from FRC or if you send us the names, we will prepare them for you)
- Thank you card for teacher who organized event
- Small prizes provided by community businesses for:
 - Student who guessed closest to the actual amount
 - Burger King in Gorham provides Oreo Cookie Shake coupons for all participants (if you don't have a Burger King, perhaps McDonalds?)