



Checkbook

Grade Level: High School
 Lesson Plan
Timeframe: One Class Period
Program Topic: Personal Banking
State: AR
Prepared By: Kimberly Sartain
Chapter/School: Concord Public School

Lesson Plan Goals & Objectives Students will be able to write a check, balance a checkbook, and reconcile bank statement with a personal check register.	FCCLA National Program(s) Financial Fitness
Materials Needed	<ul style="list-style-type: none"> • Paper • Pencil/Pen • Calculator • Play money • <i>Checkbook Packet</i> Handouts
Introduction of Subject	<ul style="list-style-type: none"> • Hold up play money and ask students other ways we can pay for things...Checks. • Ask students if they have ever watched their parents write a check, or do they know how to write a check • Talk to students about services that banks can provide
Lesson	<ol style="list-style-type: none"> 1. Banking <ol style="list-style-type: none"> a. Services offered at financial institutions <ol style="list-style-type: none"> i. Checks are legal tender and considered a legal document ii. Parts of a check iii. Explain how checks are processed once written b. How to write a check <ol style="list-style-type: none"> i. Demonstration and student practice 2. Bank Statements <ol style="list-style-type: none"> a. Defined <ol style="list-style-type: none"> i. How are bank statements used (often called reconciliation statements) ii. Why do we need to reconcile and record checks <ol style="list-style-type: none"> 1. Identify theft prevention 2. Simple math used: addition and subtraction 3. Demonstrate how to reconcile on board
Summary/Evaluation	Question students on... <ol style="list-style-type: none"> 1. Parts of a check 2. Security measures on checks 3. How to record credits and debits on a check book register The importance of reconciling bank statements
Activity/Homework/Assignments	<ul style="list-style-type: none"> • Hand out <i>Checkbook Packet</i> and calculators. Have students work independently. • In order to ensure each calculation is actual student work, I will not allow work to be brought home. All work must be complete in class.