**Booth Instructions**

1. Collect a transportation ticket
2. Verify they have their IDs. If they don’t have all 3 IDs (State ID, Social Security, and Birth Certificate) you cannot help them.
3. If they present a wild card - keep the wild card and mark on their life card that they took care of it
4. Remember- check marks represent positive interactions and x's represent negative
5. No agency can cash/accept checks except for the bank.

**Quick Loan Instructions**

* A person may decide to apply for a loan on their own or a Wild Card will tell them to apply. You can check this by looking in the "Wild Cards" section on their Life Card. Place a 🗹 in the appropriate box in the Wild Cards section to show they followed up on their wild card.
* Taking out a loan is optional, but if they do, place another 🗹 in the same box each time they make a payment.
* They must fill out the application. If someone is in line behind them they need to get back in line to turn the form in.
* They will only be approved if they are employed.
* They can only borrow up to the amount of one paycheck. This is $320 for full time employees and $120 for part time employees.
* They will have to pay back 1 and 1/2 times as much as they borrowed. So, take the amount they borrow plus half the amount they borrowed and this is their total amount to repay.

They must pay it back in 4 equal weekly installments beginning the following week. Mark on their Life Sheet if they make a payment. If they decide on their own to apply (no wild card) you will have to write this on their Life Sheet in any open space.

**Pawn Shop**

* Some participants have action cards in their packets of items they can pawn. These items have a dollar value on them. Always pay half the amount on the card.
* Make sure you collect the pawn card when you pay the person.

\*\*\*On the participant's Life Cards: 🗹 represents a good transaction

🗷 represents a negative transaction

\*\* It is not possible to predict every scenario that you may see. Please have fun with your role and keep in mind we want participants to understand the struggle associated with the return to society.

**Quick Loan & Pawn Box Inventory**

Please verify that all items are in your box.   
Contact a facilitator if anything is missing

* Ink Pen
* Dry Erase Markers
* Notepad for Taking Notes
* Money
* Loan Applications
* Name displays for table
* Instructions



If they complete a “Wild Card” at your booth, put a 🗹