



Dear MVES Fourth and Fifth Grade Students and Parents:

Thanks to our continuing business partnership with Virginia Commerce Bank, The Cougar Bank will be re-opening for the 2010-11 school year on Wednesday, October 20th. The bank will be open every Wednesday morning from 9:00 a.m. – 9:30 a.m. for all Mountain View students who wish to deposit money into a Virginia Commerce Bank BEES (*Bankers & Educators Enriching Students*) Savings Account (currently earning a 3.00% APY).*

By actively contributing to a savings account, Mountain View students will learn financial responsibility while developing a strong savings ethic. In addition, students will also have the opportunity to gain real-life financial experience by working at The Cougar Bank.

To become a Cougar Bank employee, fourth and fifth grade students must complete the attached application and indicate the position(s) for which they are applying: Bank Manager, Assistant Bank Manager, Teller, and Marketing Specialist. **Please note that applications that do not include completed parental permission slips (see page six of this document) cannot be considered.** Applications must be returned to your child's teacher by **Friday, September 17, 2010.**

Please read each job description carefully to decide which job best fits your skills. Parents, please help your children with the application process. Once your application is reviewed, candidates will be selected to interview with Virginia Commerce Bank to determine our final student employees. The selected employees will receive hands-on bank training and will be working on an every-other week rotation from 9:00 a.m. – 9:40 a.m.

Thank you for your support of this important enrichment program. We look forward to reading your application!

Sincerely,

Mrs. Kirsten Fisher, Principal

* Annual Percentage Yield (APY) as of 8/24/10 and subject to change. Fees may reduce earnings. For balances up to \$10,000.00 rate is 3.00% Annual Percentage Yield (APY). Account balances of \$10,000.01 or above will earn 1.50% APY. Rate may change after account opening. BEES savings available for Mountain View Elementary School students enrolled for 2010-2011 school year. Limit one account per child and pay no monthly service charges. Member FDIC.



The Cougar Bank Job Description *Teller*

Responsible for providing a high level of customer service while processing deposits for savings accounts.

Must be able to count money and make change.

Must be able to work as part of a team.

Must provide accurate and efficient service.

Must be reliable, prompt, responsible, and courteous.

Must possess good math skills.

Must have approval of teacher and written permission slip from parent or guardian.



The Cougar Bank

Job Description

Assistant Manager

Assists bank manager in day to day operations.

Must possess good math skills.

Must be able to count money and make change.

Must provide efficient and accurate service.

Assists with opening new accounts.

Must be reliable, prompt, courteous, and responsible.

Responsible for providing a high level of customer service.

Fill in as manager when needed.

Must be able to work as part of a team.

Must be a good leader.

Must have approval of teacher and written permission slip from parent or guardian.



The Cougar Bank Job Description *Manager*

Oversees day to day operations.

Responsible for opening and closing of bank.

Must possess good math skills.

Must be able to count money and make change.

Must provide efficient and accurate service.

Assists with opening new accounts.

Must be reliable, prompt, courteous, and responsible.

Responsible for providing a high level of customer service.

Ensures bank is staffed appropriately.

Must be able to work as part of a team.

Must be a good leader.

Must have approval of teacher and written permission slip from parent or guardian.



The Cougar Bank

Job Description

Marketing Specialist

Responsible for advertising for the school bank to Mountain View students via flyers, morning announcements, etc.

Must be responsible, reliable, prompt, and courteous.

Responsible for developing new ideas to get Mountain View students excited about the school bank.

Must be creative.

Must be able to work as part of a team.

Must have good written and oral communication skills.

Must have approval of teacher and written permission slip from parent or guardian.

Mountain View Elementary School

5600 McLeod Way ♦ Haymarket, VA 20169
(703) 754-4161 ♦ www.pwcs.edu/MountainView
Mrs. Kirsten Fisher, Principal

The Cougar Bank

Parental/Guardian Consent and Involvement Form

This form is to certify that _____, a student at *Mountain View Elementary School*, may participate in the Student Run Financial Institution Program sponsored by *Virginia Commerce Bank*.

Banking-at-School Partnership programs are designed to provide a multidisciplinary method to reinforce, augment, and support the objectives of the Standards of Learning for Mathematics, English, History, Social Science, Computer Technology, and Career and Technical Education competencies through practical educational experiences. In such programs, a financial institution shall establish, maintain, and support a bank or credit union in a public school, which will be operated by students for students, faculty, and others agreed upon by the school and financial institution.

By signing below, I give my permission for my son/daughter named above to participate in the Student Run Financial Institution program. By signing this document, I acknowledge that I have read and understand the branch guidelines provided by the school sponsor.

Parent or Legal Guardian (Signature)

Student Name

Parent or Legal Guardian – Print Name

Teacher

Phone Number

Grade

Date



Prince William County

PUBLIC SCHOOLS

Providing A World-Class Education



The Cougar Bank
Student Employment Application

Name: _____

Teacher's Name: _____

Which position would you like to apply for? (Please select your top two choices.)

- | | |
|---|--|
| <input type="checkbox"/> Bank Teller | <input type="checkbox"/> Manager |
| <input type="checkbox"/> Marketing Specialist | <input type="checkbox"/> Assistant Manager |

Please tell us why you would make a good bank employee:

Student's Signature

Date

Please return your completed application to your teacher by **Friday, September 17, 2010.**