

Box of Business: Organizing for Family Success

Discussion Guide

What It Teaches

The Box of Business aims to help families organize the important documents they need to succeed.

Case Management Purpose

Provide access to community resources and referrals.

Box of Business: Organizing for Family Success (7 minutes)

- **What are some items we might need when we are going to an appointment, such as to sign up kids for school, apply for a loan, or go to the doctor? It can be easy to forget where our important documents are, especially right when we need them. Let's watch a quick video to learn about ways we can organize all the important papers that we may need in life and spend less time searching for or replacing them.**
- Show video (1:38)
- **Brainstorm as many ideas as possible about what might go in your Box of Business.** Documents might be necessary for employment or education (e.g., state ID/Driver's License/Birth Certificate); accessing community supports (e.g., immunization record to enroll in sports/verification of employment/income); or investing in the future, obtaining housing, managing finances or getting a loan. It can be frustrating when families must travel, spend money or wait in lines to get missing documents. Remind participants of community resources that can help.
- **Talk to your Family Support Coach for help on how to build your Box of Business.**