



Credit Union Branch Checklist

This checklist is intended to guide you through setting up your own Credit Union Branch. Once all the boxes have been completed, it means your branch should now be ready to start operating.

Before opening the branch, you should also consider how you are going to promote it and encourage pupils to become involved.

Suggested activities include covering at assemblies, highlighting during registration, displaying details on the information screens, poster competitions etc.

Forms Completed:

Know Your Customer Verification
Teller Details
Confidentiality Agreement

Letter to parents advising of Credit Union Branch being started

Branch advertised in school and with parents

Student Volunteers understand:

Branch Procedures
Money Laundering
Know Your Customer
Data Protection

How to complete various account forms

School Office staff aware of their role

Check Branch is ready – forms printed, equipment available