



# FAMILY ECONOMICS & FINANCIAL EDUCATION

## Web Site Navigation Guide



FAMILY  
ECONOMICS &  
FINANCIAL  
EDUCATION

TAKE  
CHARGE  
AMERICA  Institute  
For Consumer Financial Education and Research

 THE UNIVERSITY  
OF ARIZONA.

# TABLE OF CONTENTS

- FEFE background information:
  - Slides 3-6
- Sign in process to download free lesson plans
  - Slides 7-12
- Downloading free lesson plans search feature
  - Slides 13-21
- Course recommendations
  - Slides 22-24
- New and updated resources
  - Slides 25-27
- By Educators for Educators services
  - Slides 28-33
- Professional development opportunities
  - Slides 34-37
- Full-time staff support
  - Slides 38-41



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# The UNIVERSITY OF ARIZONA

- FEFE is housed in the Norton School of Family & Consumer Sciences
  - Take Charge America Institute for Consumer Financial Education and Research



# TAKE CHARGE AMERICA INSTITUTE

- Established in 2003 with a major endowment gift from Take Charge America, Inc.
  - Strong research and outreach mission, consistent with a land-grant institution

*MISSION: To create research-based educational outreach programs (including FEFE) that raise financial literacy and help consumers to make informed financial choices in today's complex markets.*



# FEFE'S MISSION

*“Provide educators with ready-to-teach lesson plans and materials free-of-charge, and the skills and confidence to effectively teach family finance”*



# FEFE'S EDUCATOR ORIENTED PRINCIPLES

- Curriculum design
  - Activity based
  - Ready-to-teach
  - Free-of-charge
  - Up-to-date
  - Linked to standards
- Family focus
- Educator support
  - Full-time staff to answer questions
- User surveys
- Customized services
  - To address local school and state needs
- National and state training model
  - 500+trained each summer
- Newsletters



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**SIGN IN PROCESS TO  
DOWNLOAD LESSON PLANS**

# PROCESS

## 1. Sign in

- Must be completed before downloading lesson plans

## 2. Click on “Download Free Lesson Plans”





# SIGN IN FOR EXISTING USERS

- You **DO NOT** need to create a new account
  - Your profile information has been transferred to the new site
- If you are signed into your account and do not see files on the lesson plan pages or are having trouble downloading the files
  - Contact FEFE at 520.626.4209 or Email [fefe@cals.arizona.edu](mailto:fefe@cals.arizona.edu)
    - There may be a broken link or a setting in your profile which needs to be adjusted; both of which may be corrected immediately



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# UPDATE YOUR PROFILE

- To update your profile:
  - Sign into the Web site
  - Click on the “edit tab”
  - Click on the “account” “contact information” or “administrative contact” tabs and modify the content
  - Select “save”

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HOME CONTACT US LOG OUT

Search Site

View Edit

Account Contact Information Administrative Contact

Your Email Address

Username: \*  
inclin  
Space: ..... not allowed except for periods, hyphens, and underscores.

E-mail address: \*  
inclin  
A valid e-mail address is required from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password:  
Confirm password:

To change the current user password, enter the new password in both fields.

Contact settings

**Please do not create multiple accounts. Update your profile information if your preferred email address or any additional information has changed or you would like to change your password.**

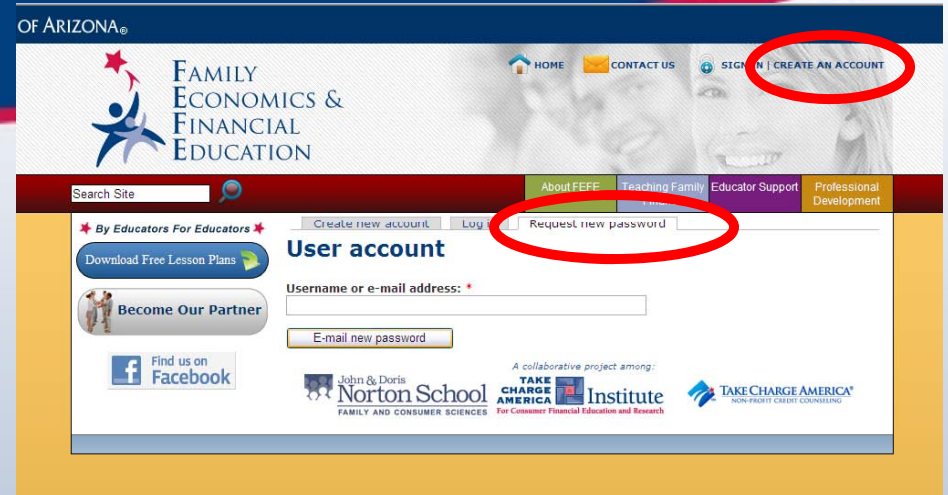
# FORGOT YOUR PASSWORD?

## Option 1:

- Email [FEFE@cals.arizona.edu](mailto:FEFE@cals.arizona.edu)
- If you are unsure of your username, please email FEFE with your first and last name and school

## Option 2:

- Try to log in and select “forgot my password” when the error message appears
- A new password will immediately be emailed to you



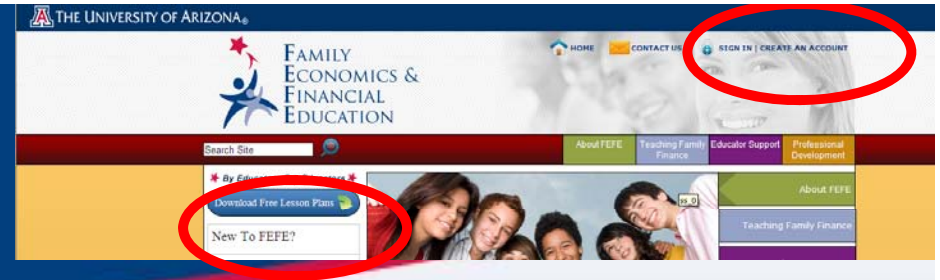
## Option 3 (noted above):

- Click on “create an account”
- Select the “request new password” tab
- Enter your username
- A new password will be emailed to you



**Remember: Passwords are case sensitive  
Please do not create multiple accounts!**

# NEW USERS



## 1. Create an account

- All FEFE lesson plans are free of charge
- An account is required for us to track users to provide exemplary customer service and maintain program funding
- Your contact information will not be distributed to others
- Choose to receive emails from FEFE including lesson plan updates and newsletters

2. Administrator information is requested to validate that individuals are educators and prevent students from being on the site
3. You will receive an email from FEFE immediately indicating that you are “pending approval”
4. FEFE will then “validate” you as a user to access the materials and you will receive a second email with a link to create a password and you may begin downloading lesson plans
5. If you encounter any difficulties with this process, contact us



**Receive additional “new user” tips by going to the “New to FEFE Section” on the home page**

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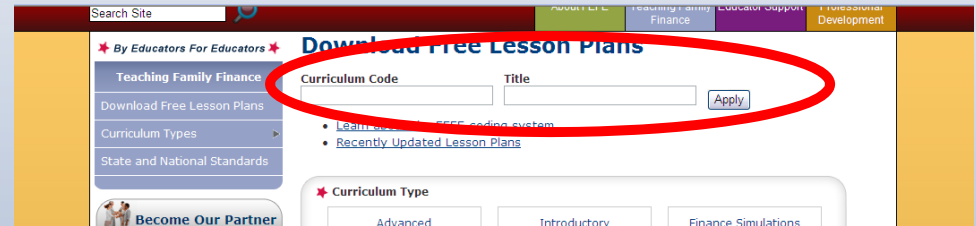


**SEARCHING FOR LESSON PLANS**  
(FROM THE “DOWNLOADING FREE LESSON PLANS” PAGE)

# OPTION 1 – BY TITLE OR CODE

There are **3 options** to access specific lesson plans

Enter the curriculum code  
or title



The screenshot shows a website interface for downloading lesson plans. At the top, there is a search bar and navigation tabs for 'Teaching Family Finance', 'Finance', 'Educator Support', and 'Personal Development'. Below the search bar, there is a section titled 'By Educators For Educators' with a sub-heading 'Download Free Lesson Plans'. This section contains two input fields: 'Curriculum Code' and 'Title', followed by an 'Apply' button. A red oval highlights these three elements. Below the input fields, there are links for 'Learn more about the lesson plan system' and 'Recently Updated Lesson Plans'. At the bottom, there is a 'Curriculum Type' section with radio buttons for 'Advanced', 'Introductory', and 'Finance Simulations'.

## HELPFUL TIPS

- Information must be entered **exactly** as the title would appear
- **Code:** Identify the curriculum type, unit, and lesson plan number separated by periods:
  - Correct: 1.4.1    Incorrect: 141
- **Title:** Is sensitive to the exact verbiage in the lesson plan title
  - Correct: Understanding a Credit Card    Incorrect: Credit cards

# OPTION 2 – BY CURRICULUM TYPE

- By “Curriculum Type”
- Select the curriculum type
  - All lessons associated with that curriculum type will appear

The screenshot shows the 'Download Free Lesson Plans' page. On the left is a navigation menu with 'Download Free Lesson Plans' selected. The main content area has a search bar and an 'Apply' button. Below that are links for 'Learn about the FEFE coding system' and 'Recently Updated Lesson Plans'. The 'Curriculum Type' section is circled in red and contains buttons for: Advanced, Introductory, Finance Simulations, Bulletin Boards, Active Learning Tools, Project Based Learning, and 60 Minute Lessons. Below this is the 'Curriculum Unit' section with buttons for: Multiple Units, Career Development, Consumer Decisions, Consumer Protection, Credit, Decision Making, Financial Calculators, Financial Institutions, Foods, Housing, Insurance, Introduction to Finance, Investing, Paychecks & Taxes, and Saving.

## HELPFUL TIPS

- **Advanced** is “Take Charge of Your Finances” recommended for grades 10-12
- **Introductory** is “Get Ready to Take Charge” recommended for grades 7-9
- **60-minute lessons** is the “Essentials” curriculum which takes introductory and advanced lesson plans and condenses them into 60-minute lessons

# OPTION 3 – BY UNIT

- By “Unit”
- Select the desired unit such as “credit”
  - Lessons plans from every curriculum type within that unit will appear

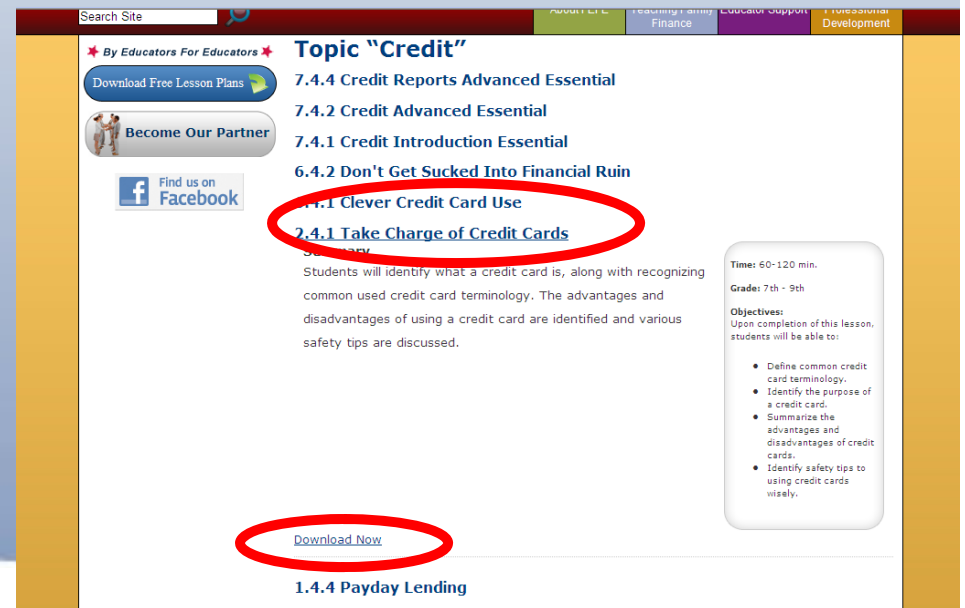
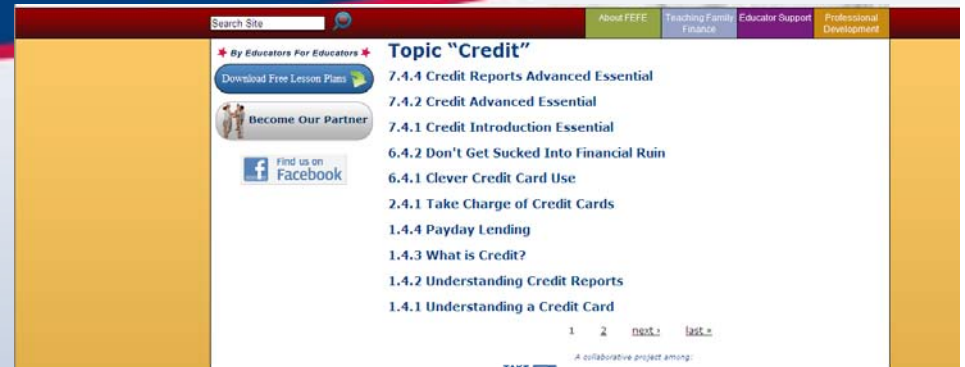
The screenshot shows the 'Download Free Lesson Plans' page on the FEFE website. The page has a search bar at the top and a navigation menu. The main content area is divided into sections: 'Teaching Family Finance', 'Download Free Lesson Plans', 'Curriculum Types', and 'State and National Standards'. There is a 'Become Our Partner' button and a 'Find us on Facebook' link. The 'Curriculum Type' section includes buttons for 'Advanced', 'Introductory', 'Finance Simulations', 'Bulletin Boards', 'Active Learning Tools', 'Project Based Learning', and '60 Minute Lessons'. The 'Curriculum Unit' section is highlighted with a red circle, and the 'Credit' unit is selected within it. Other units listed include 'Multimedia', 'Career Development', 'Consumer Decisions', 'Consumer Protection', 'Decision Making', 'Financial Calculators', 'Foods', 'Housing', 'Insurance', 'Introduction to Finance', 'Investing', 'Paychecks & Taxes', and 'Saving'.

The screenshot shows the 'Topic Credit' page on the FEFE website. The page has a search bar at the top and a navigation menu. The main content area is divided into sections: 'By Educators For Educators', 'Download Free Lesson Plans', 'Become Our Partner', and 'Find us on Facebook'. The 'Topic Credit' section lists various lesson plans related to credit, including '7.4.4 Credit Reports Advanced Essential', '7.4.2 Credit Advanced Essential', '7.4.1 Credit Introduction Essential', '6.4.2 Don't Get Sucked Into Financial Ruin', '6.4.1 Clever Credit Card Use', '2.4.1 Take Charge of Credit Cards', '1.4.4 Payday Lending', '1.4.3 What is Credit?', '1.4.2 Understanding Credit Reports', and '1.4.1 Understanding a Credit Card'. There is a pagination bar at the bottom of the list.



# SELECTING A LESSON PLAN

- Based upon the selected search, a list of all possible lesson plans will appear
- Click on the lesson plan title of interest (such as Take Charge of Credit Cards)
  - If it is what you are looking for select “download now”
  - If not, click on a new title or begin the search again



# ADDITIONAL SEARCH FEATURES

- Coming soon include:
  - Ability to further narrow options by selecting **both** curriculum type and unit
  - Addition of advanced search features including narrowing results by:
    - Recommended time to teach a lesson
    - Course recommendation
    - Grade level
    - Supplemental resource type (such as information sheets)



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# DOWNLOADING LESSON PLAN MATERIALS

- Registered users may download lesson plan materials free of charge
- **Coming soon:** All worksheets available as a separate interactive PDF file to support online courses
  - Please remember, that the Web site materials are posted to must be password secured for copyright requirements

The screenshot shows a website interface with a search bar at the top left and navigation tabs for 'About FEFE', 'Teaching Family Finance', 'Educator Support', and 'Professional Development'. The main content area is titled 'Understanding a Credit Card' and includes a 'Summary' section, a 'Time' field (60-120 min.), a 'Grade' field (10th - 12th), and a list of 'Objectives'. Below the objectives, there is a list of 'Files' with links to lesson plans, information sheets, powerpoint presentations, and answer keys. A red circle highlights the 'Files' section.

Search Site

About FEFE Teaching Family Finance Educator Support Professional Development

By Educators For Educators

Download Free Lesson Plans

Become Our Partner

Find us on Facebook

### Understanding a Credit Card

**Summary**  
Students are introduced to the Schumer Box which identifies the terms of a credit card and is required on every credit card application. They play an activity to learn credit card terminology and use the Schumer Box to compare credit card applications.

**Time:** 60-120 min.  
**Grade:** 10th - 12th

**Objectives:**  
Upon completion of this lesson, participants will be able to:

- Define credit card terminology.
- Understand the terms of a credit card in a Schumer Box.
- Compare benefits offered by credit card companies.
- Explain the credit card application and approval process.
- Analyze a credit card bill.
- Understand the impact credit has on an individual's credit score.
- Review safety tips when using credit cards.

**Files**

- [1.4.1 Understanding a Credit Card Lesson Plan](#)
- [1.4.1.F1 Understanding a Credit Card Information Sheet](#)
- [1.4.1.G1 Understanding a Credit Card PowerPoint presentation](#)
- [1.4.1.G2 Credit Cards 101 PowerPoint Trivia](#)
- [1.4.1.C1 Understanding a Credit Card Answer Key](#)

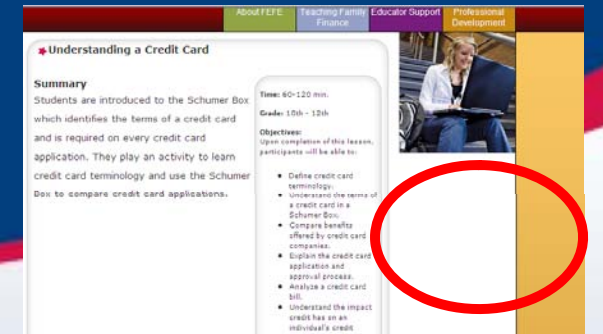
# WHAT IF LESSON PLAN MATERIALS ARE NOT APPEARING?

A couple of things may be happening:

1. You are not signed into the site
  - Sign in and then go back to the lesson plan page
2. If you are signed into the site but the lesson plan materials are still not appearing it is a problem with your security setting
  - Call 520.626.4209 or email [fefe@cals.arizona.edu](mailto:fefe@cals.arizona.edu) and we will correct it immediately

The screenshot shows the website interface for Family Economics & Financial Education. At the top right, the navigation bar includes links for 'HOME', 'CONTACT US', and 'SIGN IN / CREATE AN ACCOUNT', with the latter being circled in red. Below the navigation bar, there is a search bar and several menu items: 'About FEFE', 'Teaching Family Finance', 'Educator Support', and 'Professional Development'. The main content area features a lesson plan titled 'Understanding a Credit Card'. On the left side of this page, there are buttons for 'Download Free Lesson Plans', 'Become Our Partner', and 'Find us on Facebook'. The lesson plan summary states: 'Students are introduced to the Schumer Box which identifies the terms of a credit card and is required on every credit card application. They play an activity to learn credit card terminology and use the Schumer Box to compare credit card applications.' To the right of the summary, there are details for 'Time: 60-120 min.', 'Grade: 10th - 12th', and a list of 'Objectives'. A large empty red circle is drawn on the main content area of the lesson plan page.

# COMING SOON...



- Specific to each lesson plan, a list of
  - Other FEFE resources you may be interested in that relate to the specific lesson
  - Online resources which may enhance the lesson
    - Web based games, videos, etc.
  - Articles to integrate into a course
    - Current event and research articles

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# **COURSE RECOMMENDATIONS**

**A new feature of the FEFE Web site is to enhance educator support with course recommendations**

# COURSE RECOMMENDATIONS

- For each curriculum type and course length, several forms of support materials are now available:
  - Course recommendations
  - Getting organized
  - Starting a course
  - During the course
  - Assessing a course

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HOME CONTACT US LOG OUT

Search Site

About FEFE Teaching Family Finance Educator Support Professional Development

★ By Educators For Educators ★

Teaching Family Finance

Download Free Lesson Plans

Curriculum Types

State and National Standards

Download Free Lesson Plans

Become Our Partner

Find us on Facebook

## Take Charge of Your Financial Education

Click [here](#) for a list of all Take Charge of Your Financial Education Curriculum Types

### Curriculum Features:

- **Audience:** The interactive and comprehensive course is designed for 10-12 grade students or individuals who are preparing to manage their personal finances.
- **Topics:** Engages individuals in a wide variety of financial concepts including identification, understanding credit, and the benefits of investing.
- **Number of lessons:** Over 70 lesson plans available
- **Time to teach:** The average lesson takes 145-225 minutes to complete.

### Course Recommendations:

In addition to being taught independently, these ready-to-teach lessons can be grouped into several course recommendations with supplemental materials which are available for download.

- [Two week course](#)
- [Nine week course](#)
- [Semester or Trimester course](#)
- [Year-long course](#)
- [Career development course](#)

Curriculum Types

- Advanced Lessons
- Introductory Lessons
- 60 Minute Lessons
- Finance Simulations
- Bulletin Boards
- Active Learning Tools
- Project Based Learning

This section also includes the following resources as complete files which may be downloaded with one click:

- Interactive student workbooks
- Activity cards in classroom sets
- Multiple choice test banks
- Answer keys

# STANDARDS

## National

- Noted in lessons
- Alignment charts available

## State

- Alignment charts created based upon request
- Available on the state pages
- Contact [fefe@cals.arizona.edu](mailto:fefe@cals.arizona.edu) if you would like us to align your standards to our course

The screenshot shows the website for Family Economics & Financial Education at the University of Arizona. The header includes the university name, logo, and navigation links (HOME, CONTACT US, LOG OUT). A search bar is present. The main content area is titled "State and National Standards" and includes a sidebar with "Teaching Family Finance" and "Download Free Lesson Plans" options. The main text explains that students nationwide are required to meet state and national standards. A red circle highlights the "State and National Standards" link in the sidebar. Another red circle highlights the "Individual state standards" link in the main content area. A list of partner organizations is provided, including the American Association for Family and Consumer Sciences, Council for Economic Education, JumpStart, and Business for Financial Literacy, each with a link to an integration chart.



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# **NEW & UPDATED RESOURCES**

*The FEFE team is committed to continually updating lesson plans as content changes and based upon educator feedback.*

# NEW AND UPDATED RESOURCES

*Identifies all lesson plans and resources that are new or updated*

**Coming soon:**

This feature will include new and updated:

- Resources (such as course recommendations)
- An achieved list of updated or new lesson plans with a description of what was changed to save educators time by communicating when downloading the updated version is essential verses recommended



# UPDATED LESSON PLANS

*In addition to the home page updated lessons will:*

- Be noted in an individuals profile if their most recent download is not the updated version
- Include a “date updated” next to the lesson plan in the curriculum download section



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**BY EDUCATORS...FOR  
EDUCATORS**

**A Community of FEFE Educators Sharing Best Practices**

# FEFE COMMUNITY

A fundamental component of FEFE's educator oriented principles is sharing best practices among our community of family finance professionals. Featuring educators is a component of the new site.



- FEFE Community (Coming Soon)
  - Educators will have the opportunity to “join” communities and exchange ideas
  - Communities may be coordinated by lesson plan, state, course type, or much more!



# “BEST PRACTICES” STORIES

## FEATURED EDUCATORS

- Stories from current FEFE educators sharing experiences for creating partnerships, assessing a course, and much more!
- Stories will be frequently updated



Contact FEFE if you are interested in sharing your “Best Practice” story  
[fefe@cals.arizona.edu](mailto:fefe@cals.arizona.edu)



# INTERACTIVE POLLS

- Learn more about national trends including technology use, selecting content, and assessment methods, by participating in FEFE polls
- Once your response is submitted, you can see how others responded and send a comment to the FEFE team



Contact FEFE if you have a recommendation for a poll topic  
[fefe@cals.arizona.edu](mailto:fefe@cals.arizona.edu)



# NATIONAL MASTER EDUCATORS

- Meet the National Master Educator team members who guide the FEFE programming by:
  - Conducting lesson plan evaluations and updates
  - Conducting workshops
  - Guiding all FEFE programming



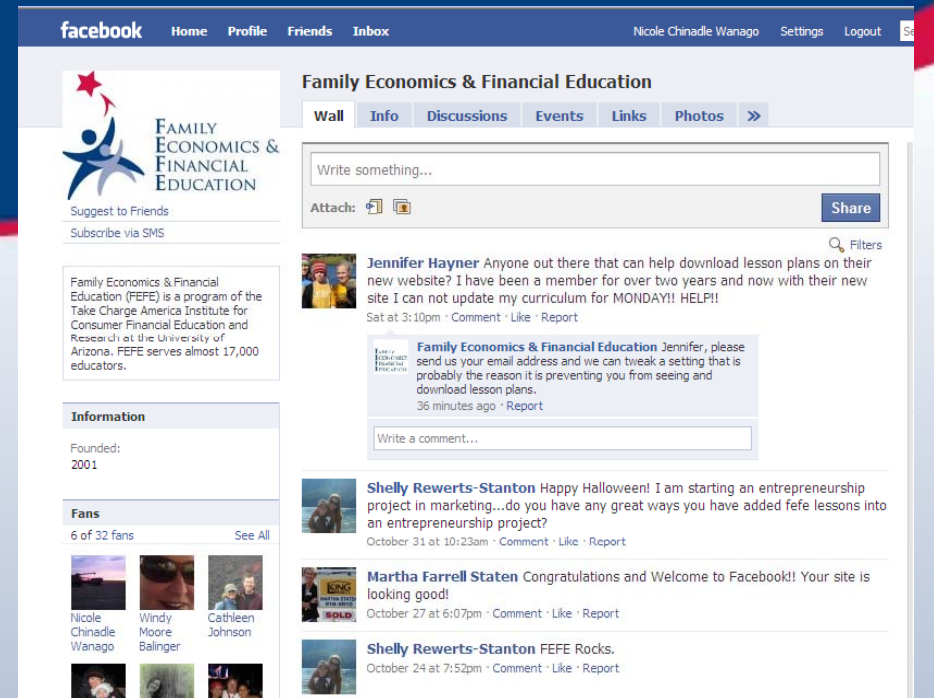
Stay tuned for more information about a **NEW State Advocates** program as well as **FEFE Advisory board!**





# FACEBOOK

- Become a fan on FEFE Facebook!
- Advantages include:
  - Interaction with peers
  - Learn about FEFE events
  - Be the first to know about updated lesson plans



The screenshot shows the Facebook profile for Family Economics & Financial Education. The page includes a navigation bar with 'facebook', 'Home', 'Profile', 'Friends', and 'Inbox'. The user is logged in as 'Nicole Chinadle Wanago'. The profile picture is the FEFE logo, and the cover photo is a blue banner with the text 'FAMILY ECONOMICS & FINANCIAL EDUCATION'. The page has 6 fans, with a 'See All' link. The main content area shows a post by Jennifer Hayner asking for help with lesson plans, a comment from Family Economics & Financial Education asking for an email address, and posts by Shelly Rewerts-Stanton and Martha Farrell Staten.

Let us know if you have any feedback regarding our Facebook site!



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# PROFESSIONAL DEVELOPMENT

**FEFE's professional development model is designed to provide educators with the skills and confidence to teach family finance through a variety of methods.**

# TRAINING

FEFE's training model is designed to provide educators with the skills and confidence to teach family finance through interactive sessions led by FEFE's National Master Educators team and leading content experts.

The screenshot shows the FEFE website interface. At the top, there is a navigation bar with the University of Arizona logo and the text 'THE UNIVERSITY OF ARIZONA'. Below this is the FEFE logo and the text 'FAMILY ECONOMICS & FINANCIAL EDUCATION'. A search bar is located on the left, and navigation links for 'HOME', 'CONTACT US', and 'LOG OUT' are on the right. A main navigation menu is visible, with 'Professional Development' highlighted and circled in red. Below the navigation menu, there are several content sections: 'By Educators For Educators' with a 'Download Free Lesson Plans' button; 'New To FEFE?' with links to 'FEFE Events', 'FEFE Community', and 'FEFE News Link'; 'Become Our Partner' with a 'Poll' section; 'New & Updated Resources'; 'Training Opportunities' (circled in red); and 'FEFE News'. The 'Training Opportunities' section lists a 'National Conference' and 'Specialized Trainings'. The 'Professional Development' tab also lists 'National Conference', 'Specialized Trainings', and 'Newsletters'.

- Learn about recently scheduled trainings from the “Training Opportunities” section
- Detailed information about each training may be found under the “Professional Development” tab

# NEWSLETTERS

The screenshot shows the website for Family Economics & Financial Education (FEFE) at The University of Arizona. The top navigation bar includes links for HOME, CONTACT US, and LOG OUT. Below this is a search bar and a menu with tabs: About FEFE, Teaching Family Finance, Educator Support, and Professional Development. The Professional Development tab is highlighted. In the main content area, the 'FEFE News Link' is circled in red. Other visible elements include 'Download Free Lesson Plans', 'New To FEFE?', 'FEFE Events', 'FEFE Community', 'FEFE News Link', 'Become Our Partner', 'Poll', 'New & Updated Resources', 'Training Opportunities', and 'FEFE News'. A sidebar on the right contains links for National Conference, Specialized Trainings, Newsletters, Educator Support, Professional Development, and Featured Educators.

- Recent newsletters as well as past editions for both the FEFE program and the Take Charge America Institute may be found under the “professional development” tab or by selecting “FEFE News Link”



# RESOURCES

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HOME CONTACT US LOG OUT

Search Site

About FEFE Teaching Family Finance Educator Support Professional Development

★ By Educators For Educators ★

Download Free Lesson Plans

New To FEFE?

FEFE Events

FEFE Community

FEFE News Link

Become Our Partner

Poll

What technology do you use most in your classroom to teach financial education?

Computers in classroom, or access to computer lab 37%

Other

FEFE is a program of the Take Charge America Institute for Consumer Financial Education and Research (TCAI) at the University of Arizona, Tucson, whose goal is to improve financial literacy across America, and to help consumers make informed financial choices in today's increasingly complex, connected world.

FEFE's mission is to provide educators with ready-to-teach lesson plans and materials free of charge, and the skills and confidence to effectively teach personal finance.

New & Updated Resources

Training Opportunities

FEFE News

Research shows parents have strong influence on teens' financial attitudes and behavior.

- Check out the “FEFE News” link for
  - Research articles which guide the FEFE curriculum
  - Resources to integrate into your classroom
  - Media articles to provide “current events” information for a variety of lessons



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# CUSTOMIZED STAFF SUPPORT

FEFE's full-time staff is committed to supporting educators in all aspects of teaching family finance



Dr. Michael Staten, Jennifer Warner, Kari Steffens, Kristy Ruiz, Tiffany Kiramidjian, Nicole Wanago, Juan Ciscomani

# STATE SPECIFIC RESOURCES

The screenshot shows the website header for the University of Arizona's Family Economics & Financial Education program. The main navigation menu includes: HOME, CONTACT US, LOG OUT, About FEFE, Teaching Family Finance, Educator Support, and Professional Development. The 'Educator Support' dropdown menu is open, with 'State Resources' highlighted in a red circle. The 'State Resources' section is titled 'By Educators For Educators' and features a sidebar with links for 'Educator Support', 'Promoting Your Program', 'State Resources', 'Download Free Lesson Plans', and 'Become Our Partner'. A map of the United States is displayed, with state abbreviations. The main content area explains that state-specific resources like content standards and specialized materials are available, and that local educators who have attended a conference and are willing to assist others are also identified to provide educator support. A list of standards by state can also be found in this section.

Interested in resources specific to your state? Go to the state resources section and click on your state to learn more.

Please contact [feff@cals.arizona.edu](mailto:feff@cals.arizona.edu) with any recommendations to customize your state page.

- State specific resources include:
  - State standards with FEFE Alignment charts
  - State specific resources and partners
  - Training opportunities
  - State leaders who partner with the FEFE program



# CONTACT Us

- If you have a question or comment, don't hesitate to contact the FEFE team!
- (520) 626-4209
- [FEFE@cals.arizona.edu](mailto:FEFE@cals.arizona.edu)

- Meet our team!





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# QUESTIONS OR COMMENTS

**The FEFE program has been built based upon educator feedback and we welcome your suggestions. Please contact us at anytime.**