



The Clara Abbott Financial Education Program (CAFÉ) Frequently Asked Questions

Q 1. Who can attend CAFÉ courses?

A Abbott employees (regardless of years of service), spouses, retirees, dependents and survivors of deceased employees are eligible to attend CAFÉ courses at *no charge*. In fact we encourage spouses and dependents including teenagers to participate. Call (847) 937-CAFÉ or 800-972-3859.

Q 2. Why is CAFÉ good for employers as well as employees?

A Giving employees access to quality financial information and education increases profitability (reduces absenteeism and less work time wasted dealing with personal financial problems).

Q 3. How do I find out times and dates of the course offerings?

A **In Lake County:**

- A CAFÉ course menu is mailed to employees each quarter
- Visit The Clara Abbott Website at <http://clara.abbott.com> and click on Clara Abbott Financial Education (CAFÉ), Lake County Course Schedules to view the most recent quarterly schedule.
- Call (847) 937-CAFÉ or toll free at (800) 972-3859.

Outside of Lake County

- Visit The Clara Abbott Web site at <http://clara.abbott.com>, click on Clara Abbott Financial Education and choose the link for **Classes Held Outside Lake County** or call (847) 937-CAFÉ or toll free at (800) 972-3859.

Q 4. How do I enroll for a class?

A **Lotus-notes users in Lake County** may enroll online through Abbott Training Services by following these steps:

- 1) Go to the Abbott Wide Web
- 2) Under Abbott & You, click on Local Services
- 3) Under Site-Specific, select Lake County
- 4) Under Local Services, click on Abbott Training Services
- 5) Under Abbott Training Services, click on Current Class Schedule
- 6) Click on Clara Abbott Financial Education, Instructor-Led
- 7) Double click on the desired class time and enroll.

Non-Notes users in Lake County can access an enrollment form at Abbott Training Services Web site at <http://training.abbott.com>. If you do not have access to a computer or have questions, please call (847) 937-CAFÉ.

Outside Lake County, refer to the contact name and number provided with the course information on The Foundation's Web site.



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Q 5. Who teaches CAFÉ courses?

A The Clara Abbott Foundation contracts with experienced educators to promote sound financial habits.

Q 6. How much do the classes cost?

A Nothing. The Clara Abbott Foundation covers all the costs for CAFÉ classes.

Q 7. Where are the classes held?

A Most classes in Lake County are held at the CAFÉ Learning Center in J37. Refer to <http://clara.abbott.com> for a schedule of classes outside Lake County.

Q 8. How can I take off work to attend? Do I need permission from my boss?

A As there is no cost to attend a class, a manager's approval is not necessary to enroll. However, please use good judgment when attending classes during business hours

Q 9. Can children attend?

A Teen-age children are encouraged to attend if the class is appropriate to their age group.

Q 10. Will I be asked to share personal information during a class?

A No. Class materials include generic examples. To aid in the learning process, blank sample sheets are included in all workbooks for you to review following the class.