

# JA Finance Park Volunteer Information

## Volunteer Confirmation Letter

Dear Volunteer/Parent/Guardian:

Thank you for agreeing to participate in the online training, as well as the on-site volunteer training and 4 hour site visit to the Lincoln Finance Park facility.

The on-site student visit requires that you please:

- Wear comfortable clothing and shoes.
- Arrange for child care. (We cannot provide babysitting services at Lincoln Finance Park.)
- Arrange to carpool, if desired, by calling **PHONE NUMBER** \_\_\_\_\_.
- Plan to arrive 30 minutes before the students' scheduled arrival on the day of the visit.
- Plan on spending approximately 5 hours at the JA facility.
- Bring along a sack lunch on the simulation visit date.

The Lincoln Finance Park facility is located at **-550 E Wallen Rd, Fort Wayne, IN 46825.**

We will expect you to arrive at the JA facility at **TIME**\_\_\_\_\_.

Thank you again for your willingness to volunteer for this exciting, educational, learning experience. We truly appreciate your assistance at Lincoln Finance Park and know that you will enjoy the entire experience.

We look forward to working with you and your students at Lincoln Finance Park!

Sincerely,

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*(Teacher's Signature)*