

JA Finance Park Volunteer Information

Volunteer Plan

To Teachers:

The Junior Achievement staff highly values the contributions that volunteer facilitators make to *JA Finance Park*. Without valuable volunteer participation, this on-site experience would not be possible. **The Lincoln Finance Park facility requires a minimum of one (1) volunteer facilitator per five (5) students to operate successfully. Your school is responsible for securing these volunteers.**

Volunteer Training

All *JA Finance Park* volunteer facilitators are required to take an online training before your visit if they are not able to arrive 30 minutes prior to student arrival time. This training allows volunteers to see what the program is about. The training includes a short video and a volunteer registration form. A link will be sent to the teacher.

Please have volunteers take the training three (3) days prior to your visit. We ask that your volunteers arrive no later than thirty (30) minutes before your scheduled arrival time at Lincoln Finance Park for an on-site volunteer training session.

Volunteer Recruitment

Many schools find it helpful to recruit *JA Finance Park* volunteers at the beginning of the academic year. In the Volunteer Information section of Teachers Guide (pgs. 4 and 5), you will find two letters that will help you secure your volunteers. They will promote effective communication between you, the potential volunteer, and the *JA Finance Park* staff.

Who is a potential *JA Finance Park* facilitator? Everyone! Ask parents, grandparents, neighbors, relatives, and friends. Ask those in your school, including staff, student teachers, teaching assistants, PTA/PTO members, and administrators to participate. Don't forget business partners and friends who are retired. Provide volunteer opportunities to local college, university, and high school students. Consider asking cadet teachers and members of local civic and business groups.

Remember that volunteers must agree to take the online training before the school's visit to Lincoln Finance Park, as well as commit to participating in the on-site volunteer training thirty (30) minutes prior to the scheduled student arrival time and remaining for the full 4-hour visit.

Lunch

All volunteers and students should bring a sack lunch on the simulation visit day.