

Volunteer Information

Volunteers Needed

Dear Guardians and Friends of *JA BizTown* students:

On _____ (date), our class will be going to *JA BizTown*, a unique experiential education program operated by Junior Achievement of Northern Indiana. This on-site visit is one of the concluding activities in our curriculum, which encompasses important elements of community and economy, work readiness, financial literacy, and business management.

While visiting *JA BizTown*, each student will become a “citizen” of the town and assume a job in one of the town businesses. Students will experience economics first-hand by producing and/or selling products or services, receiving a paycheck, working as a member of a business team, repaying a business loan, purchasing goods and services, and managing their personal bank account.

To ensure a successful visit, we need _____ to _____ adult volunteers to accompany us to *JA BizTown*. Your role will be to provide guidance to the students as they operate their businesses. Those who offer to assist during the on-site visit are required to participate in a training session to prepare for their work with the students. This training will provide you with first-hand experience about your role in assisting the students in their individual businesses and with coaching techniques to help you support the students throughout the day.

The volunteer training is completed in two parts. Part 1 is completed online and takes approximately 20 minutes. Part 2 is completed on site, one hour prior to the arrival of students.

Please complete the form below and return it to the school no later than _____ (date). After returning the form, please watch for a confirmation letter with further details.

***JA BizTown* Volunteer Sign-Up**

___ Yes, I want to volunteer for *JA BizTown*.

___ I am unable to volunteer at this time.

Name: _____ Child's Name: _____

Phone: _____ E-mail: _____

Address: _____

City: _____ Zip: _____