

Volunteer Information

Volunteer Confirmation Letter

Dear Volunteer:

We are very grateful for your willingness to help with our upcoming *JA BizTown*® visit. Please read this letter in its entirety as it provides important information about the required volunteer training and details about the simulation at the *JA BizTown* facility.

TRAINING PART 1 - ONLINE

The first volunteer training session consists of watching three short training videos, at your convenience. The videos run approximately 20 minutes in total and you are encouraged to complete these at least one week prior to our visit, in case you encounter any technology issues. You can access the online training on our website at:

<https://www.juniorachievement.org/web/junior-achievement-of-northern-indiana/ja-biztown-volunteer-training> or you can scan the QR code provided.

On the website, you can also read Volunteer FAQs and explore the business and job overviews to become more familiar with your role and the work performed in your assigned business (after you click for the business list, scroll down and select the picture that corresponds to your business).

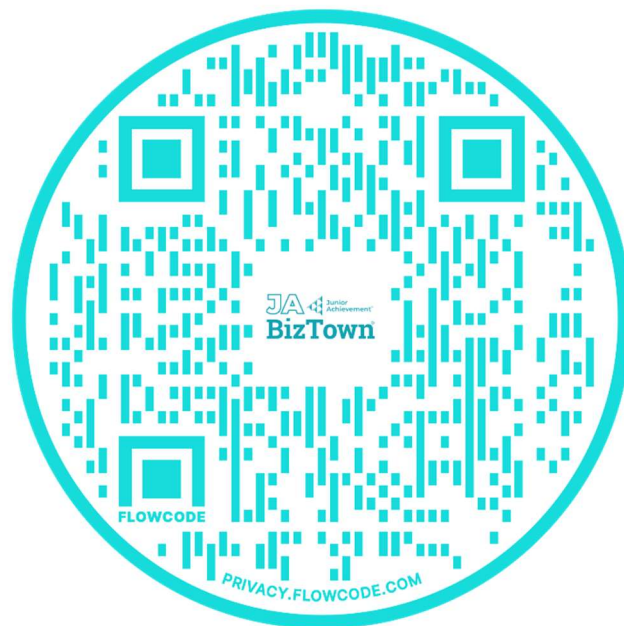
VOLUNTEER CONDUCT STANDARDS

You will be asked to review the JA Media Policy, JA Volunteer Media Release and Consent as well as JA Volunteer Conduct Standards and sign to confirm receipt of and agreement with these policies prior to the start of the *JA BizTown* simulation. You may review these policies in advance by clicking the links found on the same page as the training videos.

Your teacher will provide you with additional information about enrolling as a volunteer through JA Engage and how to submit the required volunteer registration paperwork.

TRAINING PART 2 – ON SITE

The second volunteer training session takes place on the simulation day, beginning promptly one hour before the students arrive at the *JA BizTown* facility, 550 E. Wallen Rd., Fort Wayne, Indiana 46825. You will learn how your assigned student-run business operates and what your role will be during the simulation.



VISIT DETAILS

Visit Date: _____

Assigned Business: _____

(JA staff reserves the right to change volunteer assignments on the visit day to assure adequate student assistance.)

Volunteer time: _____

Student time: _____

Dismissal time: _____

If the volunteer arrival time is before 8:00 a.m., Junior Achievement's doors will be unlocked approximately 5 minutes before the start of volunteer training.

If school is delayed or cancelled for our school corporation on our visit date, the experience will be rescheduled and I will contact you regarding your availability for the new date. In the rare instance that schools are scheduled from multiple school corporations, a delay by any of those corporations will necessitate a reschedule for all groups planning to attend that day.

LUNCH

- Pizza is provided by Junior Achievement – two slices per person
- Pizza is being purchased by the school – _____ slices per person
- Pack your own lunch (Refrigeration is not available and we are not able to accommodate food deliveries.)

In order to maintain a safe environment for our students, volunteers should plan to stay on site for lunch. Junior Achievement provides coffee, soda and popcorn for adults, for free.

Thank you again for your willingness to volunteer your time to accompany our class in this exciting, educational, learning experience. We truly appreciate your assistance with our *JA BizTown* simulation, and we are confident that you will enjoy the experience.

We look forward to working with you at *JA BizTown*!

Sincerely,

(Teacher's Signature)

(Teacher's Contact Information)