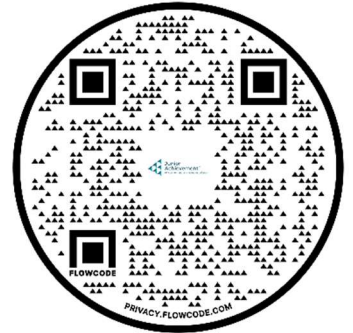


Dear Volunteer:

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.

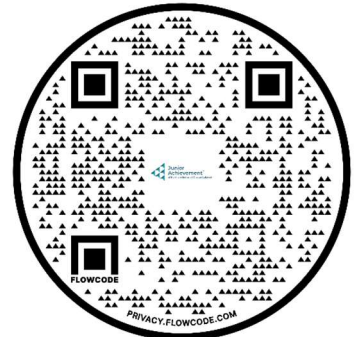
**TRAINING PART 1 - ONLINE**

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://greaterlafayette.ja.org/local-repository/ja-biztown-greater-lafayette-volunteer-training> or by scanning this QR Code.



**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 link found on the same page as the training videos or by scanning this QR Code.



**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, 3001 S Creasy Ln, Indiana 47905 (inside the YMCA). 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 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:** Pack your own lunch (Refrigeration and microwave are available but 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)*