

# Student Assignment Form

## Assigning Your Students:

1. Complete the information at the top of each page. This is important information that will help us plan for your visit.
2. Fill out the student groups on following pages. Our JA Finance Park storefronts can only accommodate the number of students listed.
  - a. DO NOT add students to the storefronts beyond the number listed.
3. Group students that will work well together.
  - a. DO NOT let students select their storefronts or groups.
4. Make a note if a group includes any special accommodations for a student, such as no photos/videos, lower seating or any other important information for the visit.
5. Start with Storefront #1 and fill from there.
6. Place 1 volunteer with each group of 5 students. The maximum is 1 volunteer per 10 students.
  - a. Volunteer #1 needs to be filled in each assigned storefront before filling Volunteer #2.
7. Make sure students know their storefront number/student group number (prior to visit date) for dismissal from orientation.

## Reminders:

1. Lead Teacher - **Send ALL completed pages of the form to Resa Hodnett at [resa.hodnett@ja.org](mailto:resa.hodnett@ja.org) 1 week prior to your visit to our facility.**
2. If there are any updates or changes after sending the forms, please email the updates to Resa Hodnett, even if the changes are the morning of your visit.

School: \_\_\_\_\_ Date of Visit: \_\_\_\_\_ Lead Teacher: \_\_\_\_\_  
 Total # of students: \_\_\_\_\_ Total # of Volunteers: \_\_\_\_\_

Group #1 Horizon Bank		
Volunteer / Student Name	Notes	
Volunteer #1		
Student #1		
Student #2		
Student #3		
Student #4		
Student #5		
Volunteer #2		
Student #6		
Student #7		
Student #8		
Student #9		
Student #10		
Group #2 Tipmont REMC		
Volunteer / Student Name	Notes	
Volunteer #1		
Student #1		
Student #2		
Student #3		
Student #4		
Student #5		
Volunteer #2		
Student #6		
Student #7		
Student #8		
Student #9		
Student #10		
Group #3 Better Business Bureau		
Volunteer / Student Name	Notes	
Volunteer #1		
Student #1		
Student #2		
Student #3		
Student #4		
Student #5		
Volunteer #2		
Student #6		
Student #7		
Student #8		
Student #9		
Student #10		

School: \_\_\_\_\_ Date of Visit: \_\_\_\_\_ Lead Teacher: \_\_\_\_\_  
 Total # of students: \_\_\_\_\_ Total # of Volunteers: \_\_\_\_\_

Group #4 JL Anderson	Volunteer / Student Name	Notes
Volunteer #1		
Student #1		
Student #2		
Student #3		
Student #4		
Student #5		
Volunteer #2		
Student #6		
Student #7		
Student #8		
Student #9		
Student #10		
Group #5 Kirby Risk	Volunteer / Student Name	Notes
Volunteer #1		
Student #1		
Student #2		
Student #3		
Student #4		
Student #5		
Volunteer #2		
Student #6		
Student #7		
Student #8		
Student #9		
Student #10		
Group #6 State Farm	Volunteer / Student Name	Notes
Volunteer #1		
Student #1		
Student #2		
Student #3		
Student #4		
Student #5		
Volunteer #2		
Student #6		
Student #7		
Student #8		
Student #9		
Student #10		

School: \_\_\_\_\_ Date of Visit: \_\_\_\_\_ Lead Teacher: \_\_\_\_\_  
 Total # of students: \_\_\_\_\_ Total # of Volunteers: \_\_\_\_\_

Group #7 Freckles Graphics		
Volunteer / Student Name	Notes	
Volunteer #1		
Student #1		
Student #2		
Student #3		
Student #4		
Student #5		
Volunteer #2		
Student #6		
Student #7		
Student #8		
Student #9		
Student #10		
Group #8 Ziegler Subaru		
Volunteer / Student Name	Notes	
Volunteer #1		
Student #1		
Student #2		
Student #3		
Student #4		
Student #5		
Volunteer #2		
Student #6		
Student #7		
Student #8		
Student #9		
Student #10		
Group #9 Purdue University		
Volunteer / Student Name	Notes	
Volunteer #1		
Student #1		
Student #2		
Student #3		
Student #4		
Student #5		
Volunteer #2		
Student #6		
Student #7		
Student #8		
Student #9		
Student #10		

School: \_\_\_\_\_ Date of Visit: \_\_\_\_\_ Lead Teacher: \_\_\_\_\_  
 Total # of students: \_\_\_\_\_ Total # of Volunteers: \_\_\_\_\_

Group #10 Azzip Pizza		
	Volunteer / Student Name	Notes
Volunteer #1		
Student #1		
Student #2		
Student #3		
Student #4		
Student #5		
Volunteer #2		
Student #6		
Student #7		
Student #8		
Student #9		
Student #10		
Group #11 Caterpillar		
	Volunteer / Student Name	Notes
Volunteer #1		
Student #1		
Student #2		
Student #3		
Student #4		
Student #5		
Volunteer #2		
Student #6		
Student #7		
Student #8		
Student #9		
Student #10		
Group #12 Purdue Federal CU		
	Volunteer / Student Name	Notes
Volunteer #1		
Student #1		
Student #2		
Student #3		
Student #4		
Student #5		
Volunteer #2		
Student #6		
Student #7		
Student #8		
Student #9		
Student #10		

School: \_\_\_\_\_ Date of Visit: \_\_\_\_\_ Lead Teacher: \_\_\_\_\_  
 Total # of students: \_\_\_\_\_ Total # of Volunteers: \_\_\_\_\_

Group #13 IU Health	Volunteer / Student Name	Notes
Volunteer #1		
Student #1		
Student #2		
Student #3		
Student #4		
Student #5		
Volunteer #2		
Student #6		
Student #7		
Student #8		
Student #9		
Student #10		
Group #14 Wabash	Volunteer / Student Name	Notes
Volunteer #1		
Student #1		
Student #2		
Student #3		
Student #4		
Student #5		
Volunteer #2		
Student #6		
Student #7		
Student #8		
Student #9		
Student #10		