

# Visit Information

## Teacher Checklist and Timeline

As you prepare your class for their visit to *JA BizTown*, use this checklist to ensure that all necessary preparations are completed prior to your visit. All teacher documents can be located on the JA website:

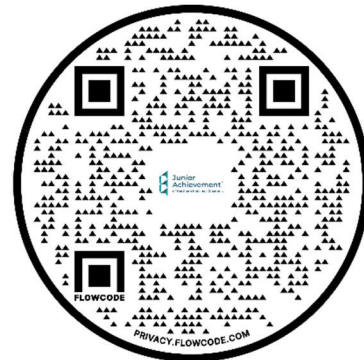
<https://greaterlafayette.ja.org/programs/opportunity/ja-biztown-greater-lafayette-simulation> or through the QR code.

### Back to School Night or Parent-Teacher Conferences

- \_ Begin parent volunteer recruitment.

### 5-8 weeks before simulation visit

- \_ Confirm Visit Date and Times with JA Staff.
  - Reserve transportation for visit.
  - If new to the *JA BizTown* Program – Complete Training**
- Send home the “Introduction to JA BizTown Letter” (*Volunteer Information* tab, page 3 or on the <https://greaterlafayette.ja.org/local-repository/ja-biztown-lafayette-educator-resources-volunteer-information> website).
- Recruit volunteers for your visit. Send “Volunteers Needed” letter to parents (*Volunteer Information* tab, page 6 or on the website).
  - 14 minimum per day – or 1 per each of your school’s assigned businesses.
  - Maximum of 2 volunteers per business.
  - Use the Volunteer Assignment Form to track volunteer assignments (*Volunteer Information* tab, - page 7 and on the website).



### 3-4 weeks before simulation visit

- Introduce *JA BizTown* to the students and begin the first unit, **Financial Literacy**. Consider showing the *JA BizTown* video, available on the Learning Platform.
- Use the Contact Hours Form to track time spent on the Application and Extension Activities. A copy of this form will be emailed from JA staff to the primary teacher contact several times in the weeks prior to your visit or it can be found on the website.
- Continue to recruit volunteers for your visit.
- (Optional, but highly recommended) **Check It Out!** are application activities throughout the curriculum that reinforce the skills students are learning and will be using during their visit. (Day one starts in the *Financial Literacy* unit, Earn, Save, and Spend, page 31).
- Send home “Family Newsletter” (*Citizen Guide*, page 47). At the bottom of the newsletter, you might want to have the students add a note that requests volunteers for your simulation date.

### 2-3 weeks before simulation visit

- Start the second unit, **Community and Economy**.
- Resend “Volunteers Needed” to parents (*Volunteer Information* tab, page 6 or on Teacher Link).
- Send home “Parent/Guardian Consent Form” (*Visit Information* tab, page 13 or on the Teacher Link).
- Send home the “Family Newsletter” (*Citizen Guide*, page 83). At the bottom of the newsletter, you might want to have the students add a note that requests volunteers for your simulation date.
- Assign volunteers to businesses using the *JA BizTown* “Volunteer Assignment Form” (*JA BizTown Volunteer Information* tab, page 7 or on the Teacher Link).
- Send home “JA Engage Instructions – Volunteer” (sent to you by JA staff) and “Volunteer Confirmation Letter” (Form on *Volunteer Information* tab, page 11 or on the Teacher Link) and the .
- Start the third unit, **Work Readiness**.

### 1-2 week before simulation visit

- (Optional, but highly recommended) “Job Interviews” are an application activity in the *Work and Career Readiness* unit (page 29). Recruit teachers, administration, and/or community volunteers to interview the students.
- Hold an election for the position of Mayor or other popular job. *Work and Career Readiness* unit (page 46). Some schools opt to hold elections for the Mayor of *JA BizTown* and/or the DJ of *JA BizTown*.
- Send home the “Family Newsletter” (*Citizen Guide*, page 101).
- Prior to unit four, Business Management, assign students to jobs using “Staffing Model” (*JA BizTown Jobs* tab, Page 5) and the “Student Job Assignment Form” (Teacher Link or *JA BizTown Jobs* tab, Page 9).
- Email completed, typed “Student Job Assignment Form” to JA staff prior to telling students.** Staff will communicate any potential issues that need attention.
- Email completed, typed “Volunteer Job Assignment Form” to JA staff.**
- (Optional) *JA BizTown* “Employment Letter” informs students of their job assignments and more (*JA BizTown Jobs* tab, page 35).
- Start the fourth unit, **Business Management**.

## 1 week before/week of simulation visit

- Have students complete business paperwork in the **BizPrep** envelope. The following must be completed as part of Business Management unit:
  - \_\_\_\_\_ Completed *JA BizTown* Business Costs Sheet
  - \_\_\_\_\_ Completed *JA BizTown* Loan Application (Credit Union does not complete this application.)
  - \_\_\_\_\_ Completed *JA BizTown* Newspaper Advertisement
  - \_\_\_\_\_ Completed *JA BizTown* Radio Advertisement
  - \_\_\_\_\_ Completed *JA BizTown* Philanthropy Pledge Sheet
- If using checkbooks**, have each student **prepare their personal checkbook prior to your simulation day**, as outlined in Business Management, Lesson 3.
  - \_\_\_\_\_ Write student name and account number (use account numbers assigned on **Student Job Assignment Form**, *Jobs* tab, page 9-13) on the checkbook cover, on each personal check, and on each deposit ticket.
  - \_\_\_\_\_ **For simulations 4 hours and longer:** Complete a deposit ticket, in pencil, for first *JA BizTown* pay check **with \$2.00 cash back** (don't forget to use the **net pay** amount). Record the net deposit amount into the money tracker.
  - \_\_\_\_\_ **For simulations less than 4 hours:** Both citizen paychecks will be direct deposited. Record both deposits into the money tracker (don't forget to use the **net pay** amount as well as a \$2.00 Cash Withdrawal).
  - \_\_\_\_\_ **Place completed student checkbooks in the appropriate business BizPrep envelope.**
- Complete "**Friendly Letters**" (*Business Management* tab, Extension Activity 2, page 38) and bring them with you on your visit. The mail carrier's job is to deliver the Friendly Letters to each student. Be sure all mail is addressed with a **student's name, business, and street address**. Due to the important role of Friendly Letters, this is **not an optional** activity as indicated in the teacher guide UNLESS you do not assign a mail carrier.
- Send home the "Family Newsletter" (*Citizen Guide*, page 121).

## 1-3 days before simulation visit

- Send home "On-Site Visit Reminder" (*Visit Information* tab, page 15 and on the Teacher Link).
- Collect signed "Parent/Guardian Consent Form" and bring it with you on your visit for the Junior Achievement of Northern Indiana Office to keep as proof of permission for photography/videotaping. (*If you are covered under a corporation photography release, we have a form for you to complete and you do not need to collect individual forms*).
- Ensure the BizPrep paperwork is being completed correctly in its entirety.
- If using checkbooks**, ensure the students have completed the deposit ticket in their checkbooks, updated their money trackers and that the Business Cost Sheet account numbers match the account numbers written on the front of their checkbooks. **Place the completed checkbooks inside the appropriate business BizPrep envelope.**
- Communicate to JA Staff any last-minute changes to your Student Job Assignments, visit arrival/departure times, or other student special needs.

## JA BizTown Simulation Visit -

### **Remember to bring:**

- Completed BizPrep Paperwork/Envelopes.
- If using checkbooks, place the completed checkbooks inside the appropriate BizPrep envelope.**
- Friendly Letters (Business Management Unit, page 38).
- Sack lunches (if appropriate).
- Medication (Only teachers can dispense medication while at *JA BizTown*).
- Directions to *JA BizTown* facility (for bus drivers and volunteers).
- Phone number to *JA BizTown* contact, Resa Hodnett 765-412-0022.
- Bring completed "Contact Hours Form" (Located on the Teacher Link and provided by JA staff) to your *JA BizTown* visit.

### Following simulation visit

- Start the last unit, **Visit and Debriefing.**
- (Optional, but highly recommended) Complete "Business Letter" to the sponsors of *JA BizTown* (Extension Activity, page 13). Once complete, send to the JA Staff. These letters are sent directly to our sponsors as a thank you! JA only needs the best 1-2 letters from each assigned business.
- Send home the "Family Newsletter" (*Citizen Guide*, page 127).
- (Optional) Send a thank you letter to volunteers. We recommend a personal thank you from students. There is a pre-written "Volunteer Follow-Up Letter" that can be sent by the teacher (Letter on *Volunteer Information* tab, page 13).