

JA Finance Park Visit Information

Teacher Pre-Visit Checklist

Directions: As you complete each of the tasks below, please place a check mark on the corresponding line. Timely completion of these tasks will ensure a smooth *JA Finance Park* visit for your students. If you have questions or concerns, contact Resa Hodnett by email at resa.hodnett@ja.org or call 765-412-0022.

- ____ Receive *JA Finance Park* materials and go over materials with JA staff member (new teachers).
- ____ Arrange transportation for the *JA Finance Park* facility visit.
- ____ Before beginning to teach, gather support materials to be used in the classroom.
- ____ Begin *JA Finance Park* instruction (see pages 12 and 13 of Getting Started tab in *JA Finance Park* Teacher Guide for sample Lesson Implementations). Be sure to allow sufficient time for instruction of required lessons plus extension activities.
- ____ Send Parent Letters home with students beginning one week prior to start of curriculum. (See pages 4, 5 and 7 of Visit Information Tab and pages 4 and 5 of Volunteer Information tab in *JA Finance Park* Teacher Guide.)
- ____ Recruit volunteers early! You will need a **minimum** of one adult per 10 students. We **strongly** recommend one adult for every 5 students if possible. Teachers teaching the *JA Finance Park* materials should not be assigned to a student group but should be free to troubleshoot and help students in need of assistance. **In addition to the letter sent home, a note in the school newsletter or mention at an open house may be helpful in recruiting volunteers.** Don't forget to reach out to your PTO/PTA or other booster clubs too.
- ____ Send home a follow-up letter to those who will volunteer on the visit date. Have them watch this video: <https://youtu.be/y-Y7RE28hxA>. Stress to volunteers the importance of arriving at our *JA Finance Park* facility **30 minutes** early on the morning of the student visit for an in-person, detailed training.
- ____ E-mail (resa.hodnett@ja.org.) the *JA Finance Park* Group Assignment Form (see page 11 of Visit Information Tab) at least **5 days** prior to the visit. Please be sure each group is assigned a volunteer. See Group Assignment Letter (page 10 of Visit Information Tab) for instructions.
- ____ Remind students to bring a sack lunch and a drink the day of the visit.
- ____ **Each student must know their group number before arrival at our JA Finance Park facility. This ensures a smooth dismissal of students into their business at the beginning of the day.**
- ____ Each student should wear a name tag during the simulation. The student name and group number should be included on the name tag.