

# JA BizTown® Volunteer Information

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Volunteers are an important part of the students' experience at *JA BizTown*. This section includes information about managing volunteers and providing them with information about the program and their responsibilities.

### **JA BizTown Volunteer Plan**

**VOL-2**

This document provides information about the recruitment and mandatory training of volunteers for *JA BizTown*, instructions for on-line training registration, and lunch procedures for the on-site simulation visit.

### **Why Are Volunteers Necessary?**

**VOL-4**

This document provides an overview of volunteer responsibilities at *JA BizTown*.

### **JA BizTown Introduction Letter**

**VOL-5**

This letter can be sent to parents early in the year to introduce them to *JA BizTown*.

### **Volunteers Are Needed**

**VOL-6**

This letter can be used for volunteer recruitment.

### **Volunteer Assignment Form**

**VOL-8**

This completed form should be faxed to the JA Area Office 10 days prior to your on-site visit.

### **Volunteer Lottery**

**VOL-9**

This letter is only used if a school has too many volunteers.

### **Volunteer Follow-Up Letter**

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This follow-up letter can be sent to all volunteers as an expression of thanks and appreciation.

## JA BizTown® Volunteer Information

### Volunteer Plan

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To Teachers:

The Junior Achievement staff highly values the contributions volunteer facilitators make to the *JA BizTown* on-site simulation. This valuable volunteer participation assures that the on-site experience is the best it can be. The one-day simulation requires a minimum of one mentor volunteer for EACH business to operate successfully. Your school is responsible for securing these volunteers: a minimum of one (1), and a maximum of two (2) for each business your students will operate on the day of your visit. **(Total: 15 minimum, 30 maximum)**

All volunteers will help mentor students and facilitate the simulation; therefore, they can review a training videos online before they participate. **Please arrive at the *JA BizTown* facility 45-minutes before** the students on the simulation day. This early arrival allows for more specific, daily operations instruction. If a volunteer cannot access a computer from home, work, school, or library for the on-line training, arrangements can be made at the JA facility. **The training videos are also available on our website** <https://www.juniorachievement.org/web/ja-indy/ja-biztown-training1>

#### Volunteer Recruitment

Many schools find it helpful to recruit *JA BizTown* volunteers as early as “Back to School Night” at the beginning of the academic year. In this Volunteer Information section of the Curriculum Guide, you will find two letters that will help you secure your volunteers. They will promote effective communication between you, the potential volunteer, and the *JA BizTown* staff.

Who is a potential *JA BizTown* mentor/facilitator? Everyone Ask parents, grandparents, neighbors, and relatives. Ask those in your school, including staff, student teachers, teaching assistants, PTA/PTO members, and administrators. Do not forget to ask business partners and friends who are retired. Provide volunteer opportunities to local college and university students. Consider asking honor society and student government members, cadet teachers, and members of local civic and business groups.

Remember that volunteer facilitators must agree to arrive at the JA facility 45-minutes prior to the students, as well as commit to attending the full 4½-hour *JA BizTown* on-site simulation visit. (It may be helpful to share the Why Are Volunteers Needed information sheet on page 4 of this section with potential volunteers.)

#### Volunteer Assignments

A Volunteer Tracking Form, located on page 7 of this Volunteer Information section of your Curriculum Guide, will help you coordinate your school’s volunteer training status.

## **JA BizTown® Volunteer Information**

### **Volunteer Plan**

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#### **Volunteer Assignments**

Please follow the instructions below to list all volunteers who will be assisting your students. . **(If you need help recruiting volunteers, please contact your JA Director as soon as possible.)**

—Please do this at least 30 days before your on-site visit

1. Go to the Volunteer Section Pg. 8 to place your Volunteers in the business they will be working in on the day of the simulation.. (Email or Fax this sheet to your JA Director once it is completed. Fax# 317-252-5700)
2. All mentors can complete the on-line training prior to your simulation visit. (It is no longer mandatory, but highly encouraged) Three segment Video lasting approx. 22 min.  
<https://www.juniorachievement.org/web/ja-indy/ja-biztown-training1>
3. If a volunteer has completed the online training in the past 2 years, they will not have to do so again. They will, however, need to be at JA 45 minutes prior to the simulation start time.

Questions may be directed to your director.

#### **Lunch**

Details can be found in the Visit Information Tab, page 8. (Sack lunch)

## **JA BizTown® Volunteer Information**

### **Why Are Volunteers Necessary?**

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#### **What is Experiential Learning?**

The main goal of an experiential learning program is to provide a concrete experience that allows an individual to transform that experience into knowledge. Before their arrival on-site, students are prepared to participate in a carefully designed simulation that closely resembles the real-life workplace. Throughout the experiential learning process, students are actively engaged in posing questions, investigating, expressing curiosity, solving problems, assuming responsibility, and constructing meaning. Experiential learning may look like play when compared to traditional classrooms; however, close observation and practice soon helps mentors/facilitators distinguish the difference. Good facilitators will learn to recognize spontaneous opportunities for learning, sometimes called “teachable moments.”

#### **What are the roles and responsibilities of a *JA BizTown* volunteer mentor/facilitator during this experiential learning simulation?**

- Volunteers who plan to attend the *JA BizTown* simulation **must arrive at the JA facility 45 minutes before the students on the visit day** (to allow for specific daily operations instruction).
- During the simulation, volunteers will work at one *JA BizTown* business, assisting a group of 4-10 students.
- Volunteer facilitators help ensure the safety and security of the students.
- Volunteer facilitators will read and follow the posted business directions and assist students in remaining on-task.
- Volunteer facilitators will allow the students to do the work and encourage them to do their best.
- Volunteer facilitators will assist students with their personal checkbook activities on a continuing basis.
- Volunteer facilitators will assist students who want to practice their Town Meeting speech.
- Volunteer facilitators will assist students with business clean-up at the end of the day.
- Volunteer facilitators will mentor students throughout the experience, drawing parallels between what students experience at *JA BizTown* and what “really” happens outside of the JA’s Education Center.
- Without a doubt, volunteer facilitators will have a memorable day!

## JA BizTown® Volunteer Information

### Introduction to JA BizTown Letter

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Dear Parent or Guardian:

This year, our class will participate in an exciting Junior Achievement program called *JA BizTown*. *JA BizTown* encompasses important elements of community and economy, work readiness, financial literacy, and business management. As part of the program, we will spend the day at the *JA BizTown* site on \_\_\_\_\_ (date). This on-site visit will provide students with an opportunity to apply what they have learned in class, to in a realistic setting. Each student will assume a job, produce and/or sell products, receive a paycheck, work on a business team, repay business loans, shop, and manage a personal checking account. Throughout the program, students are encouraged to use critical thinking skills to learn about key economic concepts as they explore and enhance their understanding of free enterprise.

Every week or so, you will receive a **JA BizConnect** newsletter. The point of these communications is to keep you informed and encourage you to talk with your child about his or her classroom learning. The goal of experiential education programs such as *JA BizTown* is to help students see how classroom learning connects to real-world actions and events. Students acquire knowledge through hands-on classroom activities and discussions and then seek relevance between their new learning and their future lives. Consider trying a few of the *BizTalk* prompts offered in each newsletter. If you relate what the student is learning in class to what you actually do in your day-to-day life, learning will be more lasting and meaningful.

Because of their unique learning format, students remember Junior Achievement's capstone simulation experiences for many years following their visits. We hope your child enjoys the *JA BizTown* experience and that you can live a little of it, vicariously, through them!

To make the simulation visit successful, we need \_\_\_\_\_ volunteers to accompany us to *JA BizTown*. Volunteers who attend the simulation must arrive at *JA BizTown* 45 minutes before students, on simulation day, for training on daily operation tasks.

The cost of the curriculum and on-site visit is \$150/student. The local JA Area Office works with area businesses to cover most of the cost, but there is a school fee of \$ \_\_\_\_\_ per student. We hope to cover the school fees by \_\_\_\_\_ (date) and ask for your support.

We look forward to participating in this exciting educational opportunity with you; we hope that you will be interested in volunteering to accompany our students and serve as a mentor for the day.

Sincerely,

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(Teacher's Signature)



# JA BizTown® Volunteer Information

## Volunteers Needed

Dear Guardians and Friends of *JA BizTown* students:

On \_\_\_\_\_ (date), our class will be going to *JA BizTown*, a unique experiential education program operated by JA of Central Indiana. This on-site visit is one of the concluding activities to the curriculum, which encompasses important elements of community and economy, work readiness, financial literacy, and business management.

While visiting *JA BizTown*, each student will become a Town Citizen and assume a job in one of 15 businesses. Students will experience economics first-hand by producing and/or selling products, receiving a paycheck, working as a member of a business team, repaying a business loan, shopping, and managing a personal checking account.

To ensure a successful visit, we need 15 to 30 adult volunteers to accompany us to *JA BizTown*. The role of the volunteer will be to provide guidance to the students as they operate their businesses – specifically, they help facilitate the simulation activities and mentor the students.

Volunteers who assist during the on-site visit can view an [on-line\\* training](#) to prepare for their work mentoring the students. Volunteers must agree to **arrive at *JA BizTown* 45 minutes before students** on the visit day. This will allow time for instructions related to the on-site schedule and procedures.

Please complete the form below and return it to school no later than \_\_\_\_\_ (date).  
----- cut here -----

Yes, I want to volunteer for *JA BizTown* and will complete the on-line training. I will also plan to arrive at *JA BizTown* 45 minutes before our students, on our visit day.

I am unable to volunteer at this time.

Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_



# JA BizTown® Volunteer Information Volunteer Tracking Form

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Teachers: You may use this form to track your volunteers.

**Teacher** \_\_\_\_\_

**School** \_\_\_\_\_ **Visit Date** \_\_\_\_\_

**Note:** *If attending JA BizTown for more than one on-site simulation day, please complete a separate Volunteer Tracking Form for each visit day.*

**Volunteer Name**

**Volunteer Email Address**

_____	_____
_____	_____
_____	_____
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JA BizTown™

# **JA BizTown® Volunteer Information Volunteer Tracking Form**

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**Due one (1) week prior to simulation**

**TO: JA BizTown® Team**

**FAX: (317) 252-5700**

**Adult Helper Business Assignment Form for:**

School \_\_\_\_\_ Visit Date \_\_\_\_\_

**Business**

**Volunteer Information**

**PMCH St. Vincent**

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**CITY HALL**

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**RADIO DISNEY**

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**FEDEX Delivery**

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Citizens Energy  
Group/Water**

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**OneAmerica**

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**ADT  
(Security Systems)**

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**SHARP Print Center  
Newspaper/Web design**

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Salesforce**

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**LILLY LABORATORY**

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Adult Helper Business Assignments** (Cont'd - page 2 of 2)

School \_\_\_\_\_ VISIT DATE: \_\_\_\_\_

**Business**

**Volunteer Information**

**HUNTINGTON BANK**

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**AES Indiana**

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**3D PARTS Mfg.**

**Powered by Purdue University**

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**trueU**

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Republic Airways**

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**NOTE: Each business should have a minimum of one (1) or a maximum of two (2) volunteers the day of your visit. (Total: 15 minimum, 30 maximum)**

**We encourage all volunteers to participate in a 15-minute on-line training session before your visit and they must arrive at the JA BizTown facility 45 minutes before the students on the day of the simulation. (the on-site 45-minute training is mandatory)**

**REMEMBER A PARENT SHOULD NOT BE IN THE SAME BUSINESS AS THEIR CHILD!**

**Thank you so much for all your hard work and preparation for JA BizTown. We look forward to seeing you soon.**



JA BizTown™

## **JA BizTown® Volunteer Information Volunteer Lottery**

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\_\_\_\_\_ (Date)

Dear Volunteer:

Thank you for your willingness to participate as a volunteer for *JA BizTown*! We are delighted that so many of you are enthusiastic about volunteering for this exciting learning opportunity.

Unfortunately, we have more volunteers than the *JA BizTown* on-site simulation is able to accommodate. As a result, we used a lottery system at school to compile the volunteer roster. We regret that your name was not selected during this process.

Should any change occur and we find that we do have a volunteer space available; we will contact you as soon as possible.

Thank you for your willingness to help and for your commitment to your child's education! We are grateful and deeply appreciate your continued support.

Sincerely,

\_\_\_\_\_  
(Teacher's signature)

**JA BizTown® Volunteer Information**  
**Volunteer Follow-Up Letter**

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\_\_\_\_\_ (Date)

Dear Volunteer:

We want to thank you wholeheartedly for donating your valuable time to participate in training and serve as a mentor for the students' visit to *JA BizTown*. Volunteer mentors play a crucial role in this program, and without your help, our visit would not have been possible, nor would it have been nearly as successful.

As you witnessed firsthand, the classroom lessons concerning community and economy, workplace readiness, financial literacy, and business management were put into action during our visit. We believe the experience will positively influence these students for years to come. Your participation has been an integral part of the learning process, and again, we thank you for joining with us.

Sincerely,

\_\_\_\_\_  
(Teacher's Signature)

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**JA BizTown® Volunteer Information**  
**Volunteer Follow-Up Letter**

---

\_\_\_\_\_ (Date)

Dear Volunteer:

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Sincerely,

\_\_\_\_\_  
(Teacher's Signature)