

# Visit Information

## Teacher Checklist and Timeline (Fort Wayne)

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.

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

- Begin 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 – Contact JA staff to schedule training.
- Confirm you can access the JA Learning Platform.
- Send home the “Introduction to JA BizTown Letter” (*Volunteer Information* tab, page 3.)
- Recruit volunteers for your visit. Send “Volunteers Needed” letter to parents (*Volunteer Information* tab, page 4).
  - 18 minimum per day – One (1) per each of your school’s businesses.
  - If you have more than one (1) volunteer per business, place a second in each business according to the suggestions found on the Volunteer Assignment Form. **Maximum of two (2) volunteers per business.** The Volunteer Assignment Form is found in the *Volunteer Information* tab, page 5.

### 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 online on the JA Learning Platform at [www.learn.ja.org](http://www.learn.ja.org).
- Use Contact Hours form to track time spent on Application and Extension Activities. Please contact the JA staff for a copy of this form or it can be found at JANI.org.
- 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, Lesson 2, page 39 or page 101 lists all scenarios).
- (Optional) Administer the “Financial Literacy Assessment” once unit is completed (page 104).
- Send home “Family Newsletter” (*Citizen Guide*, page 27). 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 4).
- Send home “Parent/Guardian Consent Form” (*Visit Information* tab, page 17).
- (Optional) Administer the Community and Economy Assessment (page 71).
- Send home the “Family Newsletter” (*Citizen Guide*, page 39). 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 5).
- Send home “Volunteer Confirmation Letter” (Form on *Volunteer Information* tab, page 6).
- Start the third unit, **Work and Career Readiness.**

### **1-2 week before simulation visit**

- (Optional, but highly recommended) “*Job Interview*” is an application activity in the *Work and Career Readiness* unit (page 34). Recruit teachers, administration, and/or community volunteers to interview the students.
- (Optional, but highly recommended) “*Elections*” are an application activity in the *Work and Career Readiness* unit (page 40). Some schools opt to hold elections for the Mayor of *JA BizTown* and/or the DJ of *JA BizTown*.
- (Optional) Administer the Work Readiness Assessment (page 59).
- Send home the “Family Newsletter” (*Citizen Guide*, page 51).
- Prior to unit four, Business Management, assign students to jobs using “Staffing Model” (*JA BizTown Jobs* tab, Page 1) and the “Student Job Assignment Form” (*JA BizTown Jobs* tab, Page 5).
- Email completed, typed “Student Job Assignment Form” to JA staff prior to telling students their job** (*JA BizTown Jobs* tab). Staff will communicate any potential issues that need attention.
- Email completed, typed “Volunteer Job Assignment Form” to JA staff** (*JA BizTown Volunteer Information* tab).
- (Optional) *JA BizTown* “Employment Letter” informs students of their job assignments and more (*JA BizTown Jobs* tab, page 29).
- 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 Cost Sheet
  - \_\_\_\_\_ Completed *JA BizTown* Loan Application (Banks do not complete this application.)
  - \_\_\_\_\_ Completed *JA BizTown* Newspaper Advertisement
  - \_\_\_\_\_ Completed *JA BizTown* Radio Advertisement
  - \_\_\_\_\_ Completed *JA BizTown* Television Advertisement
  - \_\_\_\_\_ Completed *JA BizTown* Philanthropy Pledge Sheet
  
- Have each student **prepare their personal checkbook prior to your simulation day**, as part of Business Management unit, Lesson 3:
  - \_\_\_\_\_ 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 checkbook register.
  - \_\_\_\_\_ Write student name and account number (use account numbers assigned on **Student Job Assignment Form**, *JA BizTown* Jobs tab 5-9) on the checkbook cover, on each personal check, and on each personal deposit ticket.
  - \_\_\_\_\_ *For simulations less than 4 hours:* Both citizen paychecks will be direct deposited. Record both deposits into the transaction register. Cash can be received from the bank, if desired.
  - \_\_\_\_\_ **Place completed student checkbooks in the appropriate BizPrep envelope.**
  
- Complete "**Friendly Letters**" (*Business Management* tab, page 66, Extension Activity 2) 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. Do not place letters in BizPrep envelopes. They should be held by teachers as they will be the teacher's responsibility to place into the mailbox throughout the simulation.
  
- (Optional but highly recommended) Complete and email to the *JA Biztown* staff **6-8 newspaper articles**, in a word document, prior to your visit, to be used in the *JA BizTown* "Newspaper". Instructions can be found in *Visit Information* tab, page 5, Newspaper Preparation. The newspaper articles used in the paper will be at the discretion of the student Newspaper Editor(s).
  
- (Optional) Administer the Business Management Assessment (page 69).
  
- Send home the "Family Newsletter" (*Citizen Guide*, page 69).
  
- Place pizza order with JA staff, if you wish to order. \$6/pepperoni, sausage, or cheese pizza. We cannot accommodate special dietary needs or toppings. Each pizza has 12 slices. 2-3 slices per student is recommended. Check should be written to Pizza Hut or cash accepted at the day of the simulation.

### 1-3 days before simulation visit

- Send home "On-Site Visit Reminder" (*Visit Information* tab, page 18).
- 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 school or corporation photography release, you may instead complete the Blanket Photography Release Form.* (*Visit Information* tab, page 14)
- Ensure the BizPrep paperwork is being completed correctly, in its entirety.
- Ensure the students have completed the deposit ticket in their checkbooks, updated their registers, and that the **Business Cost Sheet account numbers match the account numbers written on the front of their checkbooks.** *Please place the completed checkbooks inside BizPrep envelopes.*
- Communicate to JA staff any last minute changes to your Student Job or Volunteer Assignments, visit arrival/departure times, or other special needs.

### JA BizTown Simulation Visit

#### **Remember to bring:**

- Completed BizPrep Paperwork/Envelopes.
- Completed *JA BizTown* Checkbooks (Found in the "Business Management Unit", Lesson 3). *Please place the completed checkbooks inside the appropriate BizPrep envelope.*
- Friendly Letters (Business Management Unit, page 66).
- Newspaper Articles (Optional but recommended. *Visit Information* tab, page 5, Newspaper Preparation).
- Sack lunches (if appropriate) or Pizza payment (if purchasing-order must be received 1 week prior to visit). Reminder: Refrigeration is not available.
- Medication (Only teachers can dispense medication while at *JA BizTown*).
- Directions to *JA BizTown* facility.
- Phone number to *JA BizTown* 260-484-2543.
- Completed Contact Hours form.
- Extra curriculum materials. Thank you for helping us keep our expenses low.

### 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 1", page 17). Once complete, send to 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 75).
- (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 (*Volunteer Information* tab, page 10).