

Junior Achievement of Memphis and the Mid-South
Attn: Alison Welch
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2016-2017 JA BizTown™ Program Request

(Note: Maximum number of students per day is 105)

School: _____ County: _____ District: _____

Address: _____

City/State: _____ Zip: _____ Phone: _____ Fax: _____

Principal: _____ Principal E-mail: _____

Financial Secretary: _____ Financial Secretary E-mail: _____

Facilitator & E-mail (if applicable): _____ School Hours: _____

Number of Classes Attending: _____ Grade Level(s) Attending: _____

Est. Total Number of Students _____ School's Total Enrollment: _____

(The total student number will be verified with the school prior to simulation preparation.)

NOTE: If your school/class contains less than 60 students, you will need to share the visit-day with another school. If this pertains to your school, do you need JA's assistance to help identify a sharing school? YES NO

If the sharing school is already known, please list the school name. _____

Please provide the following information for **ALL teachers who will be teaching the JA curriculum**

Teacher's Name (list contact teacher first)	Class size (# of students)	Grade Level	E-mail Address
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

Please list, in order of preference, three dates (September through May) for the simulation visit.
If your school/class contains more than 105 students, you will need to divide the classes & participate over multiple days.

1. _____ 2. _____ 3. _____

Estimated JA BizTown Arrival Time: _____ Estimated JA BizTown Departure Time: _____

*** 4 ½ - 5 hours on site ***

Expectations / Code of Conduct Agreement

Junior Achievement of Memphis and the Mid-South and SCHOOL NAME

Junior Achievement of Memphis and the Mid-South will provide:

- Teacher and student curriculum materials for use prior to the on-site visit.
- JA in-class assistance and consultation, as available.
- All on-site simulation materials.
- Teacher and adult volunteer training sessions, with dates to be determined.
- Ongoing support to teachers by e-mail and phone, as needed.
- Staff assistance and facilitation during the *JA BizTown* on-site simulation.

Teachers Agree to:

- Attend a teacher training session and assume responsibility for providing any necessary substitute teachers on that date (if applicable).
- Use *the JA BizTown* curriculum and materials with the understanding that they are the sole property of Junior Achievement and may not be shared, given away, copied or in any way distributed or used by any party other than the person(s) who has signed this Program Agreement.
- Return to the local area JA office, the *JA BizTown* Curriculum Guide and Classroom Kit, should teacher or school discontinue teaching the curriculum for any reason.
- Prepare students for the simulation using curriculum materials provided by Junior Achievement. (If a JA staff member, 48 hours prior to the scheduled date, determines that students are not adequately prepared to successfully participate in the on-site simulation, JA reserves the right to cancel and/or reschedule the visit.)
- Recruit adult volunteers for the on-site visit. (minimum of 1, maximum of 2 adult volunteers per business assigned)
- Notify the adult volunteers of the training session(s) .
- Notify students, parents, and adult volunteers of the date and time of the simulation visit.
- Arrange student transportation for the simulation.
- Indicate the school's arrival and departure times for the simulation visit. (4 ½ - 5 hours on-site)
- Remind students, and enforce that the behavioral expectations and consequences, which apply while on school property, also apply when students are in the Junior Achievement *JA BizTown* facility.
- Work with the JA staff while on-site to maintain an environment that is suitable to learning. If a student's behavior is inappropriate during the simulation, (e.g., refusing to participate, disturbing others, using vulgar language, etc.) JA staff members will seek first the assistance of supervising teachers. If the behavior does not improve, JA staff reserves the right to request that a teacher remove the student from the simulation. While this request will be a "last resort" option, an attending teacher will be responsible for that student's removal to a safe area (e.g., school bus, hallway, etc.) and that the student will be supervised while there for the duration of the school's visit.

Principal Agrees to:

- Submit payment of \$30.00 fee per student no later than the scheduled simulation date. **Refunds will not be made for students who participate in the classroom experience but do not attend the on-site visit. Schools are invoiced on the number of instructional material sets provided.**
- Encourage teachers to require and enforce the same behavioral expectations and consequences while students are in the Junior Achievement Center that apply while on school property, following up appropriately on discipline issues after the visit, if necessary.
- Acknowledge that JA has the right to enforce a "Probation Period," if necessary, for schools whose teachers do not enforce appropriate behavior while on JA property. Such an action may jeopardize the school's participation in future JA programs.
- Assume responsibility, on behalf of the school, for intentional damage done to JA's property by students while participating in the simulation(s).
- Support teachers in their efforts to fulfill their Agreement conditions.
- Adhere to the following cancellation penalty in the event the school cancels a confirmed simulation date(s) with less than a minimum of 60 days notice. If cancelled with more than 60 days - \$0; 59-31 days - 1/3 fee; 30 days or less - half fee.

We have read the above information and understand the financial and behavioral commitments we are making to the Junior Achievement program and facility.

Principal's Signature _____ Date _____

Contact Teacher's Signature _____ Date _____

Send invoice to: Name & Title _____

NOTE: JA will verify receipt of date request in our office via email (if provided), followed by confirmation of simulation date.