

JA in a Day Planning Timeline

Time Before JA Day	Activities Required	Purpose
2+ months	Confirm JA Day date	Allows time to recruit and plan
2+ months	Confirm number of volunteers needed	Gives JA staff time to plan accordingly and assist in recruiting
2+ months	Schedule JA Lunch and Learn (optional)	L&L is particularly beneficial to new volunteer groups and to help with recruiting
1-2 months	Schedule JA training	Let all volunteers know of training date so volunteers are prepared and supported by JA
1-2+ months	Recruit Volunteers	Recruit volunteers, use board member help if applicable
1-2 months	Host JA Lunch and Learn (optional)	Helps recruit and inform volunteers to increase volunteer sign-ups
2 weeks	JA training session	Prepares volunteers to facilitate programs and provides materials to volunteers so they can prepare, company coordinator decides on dress code (ex: business casual vs branded shirts and jeans)
2 weeks	Provide JA staff with volunteer names	Ideally done before training session, lets JA staff prepare for new/returning volunteers and plan changes in classroom numbers
1 week	Send volunteers reminders	Reduce no-shows, helps volunteers feel prepared
Day of	Announcements	Feel free to make announcements during the morning of the JA Day
Day of	Thank You (done by JA staff)	Thank volunteers