

## JA in a Day at Sample Agenda

- 8:00 AM**                    **Volunteers Arrive at School**  
Sign in at the main office and get a visitor's badge. A JA representative will be there to greet you and point you to our meeting room in the designated area.
- 8:20 AM**                    **Opening Remarks. Overview of Day. Group photo.**
- 8:30 AM**                    **Volunteers Escorted to Assigned Classroom and Begin JA Program**  
You will teach the program and remain in the classroom except for when the students are at lunch, specials and recess. Please report back to the designated area during these times - lunch will be provided for you. See below for a general timing guide.

### Lunch & Specials

Grade	Specials (Art, Music, PE, etc)	Lunch
K	9:00 – 10:00	11:10 – 11:40
1	10:00 – 11:00	11:30 – 12:00
2	11:00 – 12:00	12:00 – 12:30
3	1:00 – 2:00	12:15 – 12:45
<b>Exact times will vary for your JA Day. This is example only.</b>		

- 2:00 PM**                    **Conclude Program**  
All volunteers should be finished no later than this time. Once you have taught the last lesson and certificates have been distributed, please stop by to drop off any leftover materials and sign out before leaving the school.

### School Address:

JA Elementary – 120 Powell Place, Nashville, TN 37204

### Contact Info:

School Phone:                    615-222-2222  
JA Staff Cell:                    615-333-3333