

As you prepare to bring your class to JA BizTown, use this checklist to assure that all necessary information and materials accompany you on the day of your visit.

- _____ 1. All completed paperwork for each business found in the BizPrep Envelope. This necessary paperwork must include:
 - _____ Completed JA BizTown Business Costs Sheet
 - _____ Completed JA BizTown Business Loan Application (except Bank)
 - _____ Completed JA BizTown Web Page Advertisement
 - _____ Completed JA BizTown Newspaper Advertisement
 - _____ Completed JA BizTown Radio Advertisement
 - _____ Completed JA BizTown TV Station Advertisement
 - _____ Completed JA BizTown Philanthropy Pledge Sheet
 - _____ **For Double Day Schools Only:** Direct Deposit Enrollment Form for each student (pg 65 in student citizen guide)
 - _____ Name tags prepared for each student (Student name, job title, and business name) (If students will be returning for a second day, bring a re-usable type of nametag or include two sets of nametags.)
- _____ 2. Student personal checkbooks. (These should be brought in the BizPrep Envelope as well.) The following must be completed at school:
 - _____ First deposit ticket completed for use with first JA BizTown paycheck (with \$2 in cash taken out)
 - _____ First deposit entry recorded in the checkbook register using the net deposit amount
 - _____ First check, written for \$1.50, to open personal savings account
 - _____ First check entry recorded in the checkbook register
 - _____ Name and account number written on the checkbook cover, on each personal check, and on each personal deposit ticket
- _____ 3. One (1) copy of **Student Job Assignments** (Jobs Tab pages 25-31). Should also have been faxed to JA prior to your visit.

- _____ 4. Three (3) Letters to the Editor to be given to JA Staff upon arrival
- _____ 5. One (1) Friendly Letter from each student in an unorganized bundle to be given to JA Staff upon arrival. (Please do not include more than one from each student in this bundle.)
- _____ 6. Newspaper articles - optional (It is recommended that you bring electronic copies of Newspaper articles, or that you uploaded them to the JA BizTown Server. Please bring the original hard copies as well.)
- _____ 7. Copies of signed **Parent Consent Forms** (Visit Tab, pg 4) for JA Office to keep as proof of permission for photography/videography. (Please put forms on top for students who cannot be photographed.) Double check that TV Anchors can be photographed.)
- _____ 8. Three (3) copies of each teacher's class list to be given to JA Staff upon arrival. These lists will be used for Emergency Rosters as needed.
- _____ 9. Voter Registration List (Work Readiness Tab, pg 44) to be given to JA Staff upon arrival.
- _____ 10. Money for group pre-orders of souvenirs, if applicable. This money will be collected by JA Staff on the afternoon of your visit.
- _____ 11. Sack lunches for all students and adults
- _____ 12. Please be prepared to discuss special needs students with JA Staff upon arrival. As JA Staff will be closely interacting with all students throughout the day, it is in your students' best interest for us to be aware of their special needs, disabilities, or challenges. Specifically, we will want to discuss students who may have difficulty completing tasks or following directions without additional explanation or assistance, students who may be slow to comprehend tasks and directions, students whose physical disabilities may affect their ability to perform some or all job tasks, and students with behavioral or emotional issues that may affect job performance or interaction with JA Staff and Volunteer Facilitators. As we discuss each applicable child's issues, we will also ask for the child's first name and business assignment.