2017-2018 JA Finance Park Program Request Form

- Teachers facilitate an in-class curriculum that includes 13 required, 45-minute lessons and optional extensions.
- After the in-class curriculum, students are expected to visit JA Finance Park for four hours (ex: 9:00 to 1:00).
- There will be a 20-minute break for lunch, and every student should bring a bagged lunch.
- After the visit, each school will be invoiced at a rate of $5 per student who participated in any part of the program*. Please keep in mind that the fee is not just for the students who come to the onsite simulation at JA Finance Park. The fee is for every student who was taught the in-class JA Finance Park curriculum. *Richmond and Henrico teachers will not receive invoices because their fees are paid by their school districts.

School: ___________________________________________ District: ____________________________

Teacher Contact: ___________________________ Teacher Email: ___________________________

Do you have any students with exceptional needs in your group? If so, please briefly explain any accommodations that will need to be made by JA, and communicate with JA staff the morning of your visit.

Estimated total number of students receiving JA Finance Park curriculum: __________________

Of those students, about how many will be visiting JA Finance Park? __________________

How many days do you need for your group? Please check one of the following options.

<table>
<thead>
<tr>
<th>Students Taught</th>
<th>Days Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-200</td>
<td>1</td>
</tr>
<tr>
<td>201+</td>
<td>2</td>
</tr>
</tbody>
</table>

Please list three ranked dates (or sets of dates) for your visit(s), based on the need indicated in the above chart:
1.
2.
3.

Please fill out the following chart for each teacher teaching JA Finance Park:

<table>
<thead>
<tr>
<th>Teacher Name</th>
<th>Email Address</th>
<th>Total # of Students</th>
<th>Number of Classes</th>
<th>First year for JA Finance Park? Y/N</th>
</tr>
</thead>
</table>
Expectations / Code of Conduct Agreement

Junior Achievement of Central Virginia will provide:

- Teacher and student curriculum materials prior to the visit to JA Finance Park.
- All materials for the visit to the JA Finance Park facility.
- Teacher training sessions.
- Volunteer training session to be held early on the day of the student visit to JA Finance Park.
- Ongoing support to teachers by email and phone, as needed.
- Staff assistance and facilitation during the visit to the Junior Achievement Finance Park.

Teachers agree to:

- **Apply for field trip approval through your school’s process within one month of submitting this request and confirm approval with JA.**
- Teach the specific, **required 12 lessons before and 1 lesson after** the visit to JA Finance Park.
- **Pay a $100 cancellation fee** for each day cancelled or rescheduled within ONE MONTH of planned visit (unless outside of teacher control).
- Ensure that the payment of $5 per **JA Finance Park** program participant is paid to Junior Achievement of Central Virginia.
- **Assess students’ knowledge using provided pre- and post-tests.** In order to keep costs low for the schools, donors require data from these assessments.
- Attend a teacher training session if it is the first year teaching the program or if participation has lapsed.
- **Use the JA Finance Park curriculum and materials with the understanding that they are the sole property of Junior Achievement** and may not be written in, shared, given away, copied, or in any way distributed or used by any party other than the person(s) who has signed the Code of Conduct Agreement within the same school year.
- **Provide the school’s arrival and departure times** for the visit to JA Finance Park (allow four hours plus lunch at the site) as well as regular updates on student count to JA staff.
- **Monitor and assist students on the day of the visit** to maintain an environment that is suitable to learning. Enforce behavioral expectations and consequences that apply while on school property.
- **Ensure that all students bring a lunch.**
- Provide JA Photo Releases for visiting students to JA staff.
- Return all unused student workbooks on the day of the site visit.
- Return to the local JA office the **JA Finance Park** Teacher Guide and materials if the teacher (or school) discontinues teaching the program for any reason.

By signing below, I am agreeing to all of the above on behalf of the teachers on this form. I will follow my school’s field trip policy within one month of the below date to confirm this payment and visits, and I will provide confirmation to JA upon completion.

Signature ____________________________________________ Date ____________________________

Send invoice to*:
Name ______________________________________________________________________
Title _______________________________________________________________________
Email ______________________________________________________________________

*Henrico and Richmond teachers, please leave invoice information blank.