



Volunteer Checklist

Within One Week Following Training

- Make contact with your teacher via phone and/or email
- Schedule the Observation Visit (*Optional*)
- Initiate Background Check Process (*If Applicable*)

Before Your First Class

- Visit the school before your first lesson ((*Optional*) Observation Visit)
- Use the Observation Checklist to cover the questions and points of discussion with your teacher
- Become familiar with the classroom
- ***At least 2 days prior*** Sort the materials in your kit by lesson/activity. Verify that all program materials are included. (Call the JA office with any questions or concerns.)
- Prepare for your lesson. Feel free to highlight / make notes in the margins of your guide. ***Prep time should be equal to lesson time***
- Think about, and make notes with examples from your personal and business experience that you can share with students that help relate the topic you will be teaching.

Day of First Class

- Arrive at school approximately 10 minutes early
- Sign in at the office
- Tell students about yourself...break the ice!
- Present the lesson

After First and Every Class

- Discuss with teacher what went well
- Discuss with teacher possible improvements
- Preview the next lesson

After Your Final Class

- *Be sure to verify your class*

****JA recycles unused kit materials, please return any unused items to our office in Wilmington, or contact JA to arrange a pick-up.****