



Frequently Asked Questions – JA in a Day

PREPARATION

How much time will it take me to prepare for the JA in a Day?

After the training session, expect to spend approximately three hours. Depending on your program, and presentation style it may take longer and can vary significantly.

Do I need to attend training?

Participating in a live training session with a JA staff member is required for all new volunteers; and is highly encouraged for everyone. Our Volunteer Training provides you with invaluable perspective regarding what to expect, how to engage students and how to prepare for a successful teaching experience. If you cannot attend your company scheduled training, contact your JA Volunteer Manager to make alternative arrangements.

I'm missing some materials, how do I get replacements?

Notify your JA Volunteer Manager before the day of the event. We typically have extra materials on hand at the JA in a Day, but advance notice allows us to ensure we can provide your missing materials.

Do I need to contact my teacher in advance of the JA in a Day?

For a JA in a Day event, volunteers are not typically in contact with their assigned teacher until the morning of the event. If you would like to be in touch with your teacher prior to the breakfast, contact your JA Volunteer Manager.

Why do some references in my Guidebook not seem to fit into the JA in a Day format?

The Guidebook is aligned to our traditional format of volunteering, where a volunteer visits the classroom repeatedly presenting one lesson at a time over the course of several weeks. With this in mind, you should adjust your presentations to make sense for your JA in a Day students. For example, you would not begin Lesson 2 with a detailed review of Lesson 1, as it is very fresh in students' minds.

LOGISTICS

What should I wear?

Business Casual or clothing that represents your company. We recommend comfortable shoes and dressing in layers.

What should I bring?

- JA Kit with materials sorted
- The JA "Guide For Teachers and Volunteer Guide"& your personal notes
- Water bottle
- Volunteer Information Form (if not already submitted)
- Lunch (alternatively, lunch may be provided by the school, check with your JA contact)
Refrigeration and microwaves are available at the school.

May I bring treats or small gifts for the students?

Yes. Some volunteers choose to bring a small prize for the students. If you choose to do this, be sure to get it approved by your teacher at the breakfast and avoid major allergens such as peanuts. We recommend bringing a few extra, student numbers often change from the information provided by the school. We also recommend bringing the same item to give all students, versus giving students “choices” this helps eliminate hurt feelings and competition for the prizes.

What should I expect at lunchtime?

Volunteers can choose to eat in the cafeteria with the students (they will definitely want you to join them), in the classroom, or frequently the Teacher’s Lounge is a good option. Your JA Volunteer Manager will notify you prior to the day whether you should bring a lunch, or if it will be provided by the school.

Where should I park?

Parking is usually available in the school’s lot. If there are no available spaces that are not restricted, we recommend street parking in the neighborhood, be sure to check signage for restrictions.

Where should I go when I arrive at the school?

Enter through the Main Entrance to the school. Check-in at the front office then follow the JA arrows directing you to the JA Sign-In Area.

If I am running late or get lost, who should I call?

Call the school (the phone number is in the packet located in the outside pouch of the kit) and ask them to notify Junior Achievement staff. If your call is not answered, phone your Company Coordinator or JA Staff Volunteer Manager.

PROGRAM PRESENTATION**What assistance can I expect in the classroom?**

Your teacher is required by law to be present with you in the classroom at all times. The school may have other helping adults rotating throughout the classrooms, such as Para Educators and Specialists. Let your teacher know what kind of assistance would be most useful to you.

What if I run out of time before I complete all of the lessons?

The packet provided in the outside pocket of the kit has a suggested schedule for spacing out your lessons throughout the day. If you find yourself running behind schedule, we recommend cutting out a small component for each remaining lesson, rather than missing all of the content from the final lesson.

What if the lessons move quickly and I finish early?

For grades K-3, Junior Journals can provide supplementary material to absorb extra time. Do your best to stay on schedule, but if you think you may finish early, inform your teacher. Notifying them you might finish early will allow for a smoother transition to regular classroom activities after you have completed the program. When you are finished with your program, you are welcome to leave.

What should I do with my kit/materials when I finish teaching?

Invite your teacher to keep any materials he or she might find useful for the classroom. Collect the remaining supplies, repackage in kit, and leave the kit in the front office for Junior Achievement to collect.

Have the students/teacher/school had Junior Achievement before?

Most JA in a Day schools renew their Junior Achievement programming each year, your JA Volunteer Manager can share the specific history of your assigned school. The Junior Achievement programs are unique to each grade level, so even if your students have had Junior Achievement in the past, the program content will not be repetitive.

How should the students address me?

We recommend determining this at the breakfast with the teacher. Some volunteers prefer the more formal “Mrs. or Mr.” followed by their last name. Other volunteers prefer a more informal name; examples include Miss Sarah or Mr. K.

What should I do if something goes wrong while I’m teaching?

Discipline and behavior management are the teacher’s responsibility. Should you have difficulties with a student ask for the teacher to step in. JA staff stays at the school for several hours after the start of the day to ensure things are going smoothly. If needed, excuse yourself to the front office for assistance in locating us. Later in the day, call us at (XXX) XXX-XXXX.

Some lessons in my guidebook require calculators, crayons, pencils, or markers for the students. Do I need to bring those materials?

No. The students or the teacher will have those materials available for use.

OTHER/MISCELLANEOUS**How are the Pre/Post Tests administered?**

Teachers are responsible for administering both tests to the students. Time for administering the tests is built into the schedule provided by JA.

How can I review the Pre/Post test results from my JA in a Day?

Once the data has been analyzed a report of the results for the students at your JA in a Day school will be provided to your Company Coordinator. The report is distributed to volunteers upon request. On some occasions, the tests are not returned to Junior Achievement and the results for your class/school cannot be compiled. In that case, we would be happy to share aggregate data from JA programming.

What are “Specials?” What should I do during Specials or Recess?

Specials include classes such as art, gym and music. Volunteers are welcome to attend specials and recess with their students, or they can use the time for a break or to review lessons.

What should I do if I need to cancel due to an unforeseeable emergency?

The students are depending on your for their JA program. If you do have an emergency and cannot fulfill your commitment it is critical you find a replacement volunteer to present the

program. This can be someone from your company, or a friend or family member. Please notify your Company Coordinator or JA Volunteer Manager immediately.

How are Junior Achievement programs funded?

The cost of implementing Junior Achievement programs is \$XX per student. Our programs are free-of-charge to schools, teachers and students and are funded through donations from businesses, foundations and individuals. Please consider making a donation, for more information <<Hyperlink>>.

I enjoyed my experience, how can I get involved in another JA program?

Junior Achievement programs happen throughout the school year and take place all throughout <list your JA region description>. Consider teaching a JA traditional class, which allows you to develop a deeper relationship with your students by delivering 5-10 weekly 45-minute lessons to a class. To learn about specific opportunities in your area, contact your JA staff contact. Also consider getting involved in our High School Events <<Hyperlink>> and Bowl-a-Thon Fundraiser <<Hyperlink>>.