



**Junior  
Achievement™**  
of Northern Indiana

**You can be the change today  
to change their tomorrow.**



## **Volunteer Frequently Asked Questions**

### **What is *JA BizTown*®?**

*JA BizTown* gives thousands of fifth and sixth grade students the opportunity to learn about our economy by participating in both a multi-week, teacher-led classroom curriculum and a fun simulation to assure a well-rounded learning experience. Students run banks, manage restaurants, operate retail storefronts, read utility meters, use debit cards, and even vote as they participate in this Junior Achievement experiential program. This is a fully interactive, true-to-life simulation where students learn the fundamental relationship between academics and life beyond school. *JA BizTown* helps students envision the possibilities of what they can be by helping them see the value of staying in school. Our interactive curriculum engages and excites students, leading to stronger critical-thinking and decision-making skills and more confidence.

### **Who can volunteer for *JA BizTown*?**

*JA* volunteers come from diverse backgrounds. They span all age groups and include business professionals, parents and other family members, community members, military personnel, college students, and retirees.

### **What is my volunteer role at *JA BizTown*?**

As an active participant in a *JA BizTown* simulation, your role will be to assist a group of 3-13 students by:

- Leading scripted staff meetings
- Assisting students to follow their business directions
- Ensuring the safety and security of the students
- Encouraging students to do their work to the best of their ability
- Assisting students with their personal banking transactions

### **Where do I find the details of our *JA BizTown* visit?**

The classroom teacher should provide you with a Volunteer Confirmation Letter that will outline the details of arrival/departure times, registration and orientation, lunch, location, etc.

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### **Is there anything I need to do prior to the visit day?**

Yes! You should follow the instructions the classroom teacher provides to sign up for your volunteer spot on the JA Engage website. Once JA Staff confirm your registration on Engage, you will be sent an email from DocHub requesting your signature on our Code of Conduct form and Social Media Policy. It is helpful to the check-in process if you can finish this step prior to arrival but if you cannot for any reason, a paper version of the form will be provided to you to sign at check-in. For repeat volunteers, this form only needs to be completed once per year.

### **What training is provided?**

There is a mandatory in-person orientation held one-hour prior to the school's arrival the day of your volunteer experience at *JA BizTown*.

### **I already did the online orientation; do I really need to be at *JA BizTown* an hour prior to the school's arrival?**

The in-person orientation is critical to help you understand how the visit works and your role within it. Please be sure to arrive one hour prior the school's arrival time for this training. Notify the classroom teacher if you will be unable to attend the on-site training.

### **Approximately, how long will I be at *JA BizTown*?**

You will be at *JA BizTown* for 4.5-6 hours depending on the length of your school's visit.

### **What is the *JA BizTown* staff's role during the visit?**

The JA staff is present to ensure a successful day for everyone. JA staff will be available to assist you with your questions, keep the schedule/time, make announcements about important events throughout the day, and monitor that critical business tasks are taking place.

### **What can I do to ensure student success?**

Volunteers are needed to facilitate the experience but make no mistake, the students are the ones running this town! Allowing them the space to make decisions and experience the outcome of those decisions is a vital part of the program. Some of the most powerful learning can happen from failure and this is a safe place for students to learn.

Your role is to conduct business team meetings, be a first point of contact when students have questions, assist with personal banking, and be a kind and caring adult for your small group of students. You should not be doing the student's work.

**What about lunch?**

Unless your school has made other arrangements, you will need to bring a sack lunch that does not need refrigeration. Unfortunately, we cannot accommodate volunteers leaving the facility for lunch nor the delivery of food. *JA BizTown* will provide complimentary drinks and popcorn for all adults. Students will use their paycheck earnings to purchase these items.

**Will I be with my child during the day?**

Your child's teacher assigns volunteers to businesses, not JA staff. Most do not assign parents and children to the same business. However, you and your child will have the same lunch break and you will see him/her often throughout the day. Please allow your child to shop on his/her own during the 2<sup>nd</sup> break. Other students in your group will need your assistance during this time.

**What should I wear?**

Wear comfortable shoes and clothes.

**Where can I leave my personal belongings?**

There is no lockable storage for personal belongings in our facilities. Please keep these items with you throughout the day or leave them behind.

**Can I take pictures?**

You may take pictures of your own child. Please avoid taking pictures of any child who is wearing a bright green lanyard. You should not publish pictures of any student except your own child.