

Teacher Checklist

What to Bring on Day of Visit

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

- If your visit is scheduled for 4 ½ hours or less, please complete the following task in addition to the others listed below:

Enter each student name and their job title into the **JA BizTown Web Portal** (you will receive a link and login from the JA Staff). Information will be accessible and used by each CFO during the on-site simulation.

- If your visit is scheduled for more than 4 ½ hours, please complete and bring the following:

The **completed BizPrep envelopes** should be given to a JA Staff Member upon arrival. Items with a * will be turned into a JA Staff Member during your Teacher Meeting which will begin in the Teacher Lounge after your students are seated in JA BizTown.

_____ 1. All completed paperwork for each business found in the BizPrep Envelope, including:

_____ Completed JA BizTown Business Costs Sheet

_____ Completed JA BizTown Business Loan Application (except Bank)

_____ Completed JA BizTown Amazon Radio Advertisement

_____ Completed JA BizTown Nashville PBS TV Station Advertisement

_____ Completed JA BizTown Philanthropy Pledge Sheet

_____ Name tags for each student *if possible* (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 put 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
 - _____ 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 Assignment Form (**Jobs Tab**)
- _____ 4. *One (1) Friendly Letter (**Business Management Tab**) 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.)
- _____ 5. *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.
- _____ 6. *Copies of signed Parent Consent Forms (**Online Teacher Repository**) for JA Office to keep. This specific form serves as our proof of parent permission for attendance and their choice regarding photography/videography. (**Please put forms on top for students who cannot be photographed.** Double check that TV Anchors can be photographed)
- _____ 7. *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.
- _____ 8. Sack lunches for all students and adults