



# Volunteer Information Volunteers Needed Letter

Dear Guardians and Friends of JA BizTown students:

On \_\_\_\_\_ (date), our class will be going to JA BizTown, a unique experiential education program operated by JA of Middle Tennessee. This on-site visit is the capstone of the curriculum, which encompasses important elements of community and economy, work readiness, financial literacy, and business management. While visiting JA BizTown, each student will become a Town Citizen and assume a job in one of the Town businesses.

To ensure a successful visit, we need 14 to 18 adult Volunteer Facilitators to accompany us to JA BizTown for the full 5-hour visit. The role of the Volunteer Facilitator will be to provide guidance to the students as they operate their businesses. Volunteers who offer to assist during the on-site visit are required to complete training requirements to prepare for their work with the students. This training provides volunteers with the opportunity to understand their role within the simulation, as well as gain hands-on experience in the business they'll be assisting.

Volunteer Facilitators can choose to complete training either:

- **Online:** Instructions to access the online training module will be emailed to you by JA (*watch for an email from Junior Achievement at the address noreply@jotform.com. You may need to check your spam settings to ensure you receive this email*). You are required to complete this module at least 3 days before our visit. You will then complete the hands-on portion of your training in the JA BizTown facility the morning of our visit. The students will arrive at JA BizTown at \_\_\_\_\_AM; you are required to arrive **1 hour and 15 minutes prior**.
- **On-site:** JA also offers our school an in-person training session on  
DATE: \_\_\_\_\_ from 10AM to 1PM.  
This session will be held at JA BizTown at 120 Powell Place in Nashville, and will include all necessary training components. On the day of our visit, the students will arrive at JA BizTown at \_\_\_\_\_AM; you are required to arrive **15 minutes prior**.

If you would like to volunteer, please complete the form below and return it to school no later than \_\_\_\_\_ (date). After returning the form, please watch for a confirmation letter with further details. If you do not receive a letter, please contact us at school to verify your participation.

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\_\_\_\_ Yes, I want to volunteer for JA BizTown and will complete the volunteer training

Online

On-site

\_\_\_\_ I am unable to volunteer at this time.

Name: \_\_\_\_\_ Child's Teacher: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_