



Dear Volunteer/Guardian:

Thank you for signing up to be a Volunteer Facilitator for our upcoming visit to JA BizTown. As a Volunteer Facilitator, you've agreed to complete the JA BizTown volunteer training, as well as attend the full 5 hour on-site visit to the JA BizTown facility.

You have chosen to complete the training ONLINE ON-SITE (circle appropriate option) and are assigned to facilitate the _____ (business name) during our visit. As part of your training, you will learn how this specific business operates.

Below are some reminders for your volunteer training:

- You should have received a training information email at the address provided on your sign-up form. Please contact your child's teacher ASAP if you did not receive this (first check your junk folder for a message from Junior Achievement, noreply@jotform.com).
- The online training should take approximately 45-60 minutes to complete. You can work through all the information at once, or spread it out over multiple visits to the site.
- At the end of the online training, you are required to submit your registration information. This entry verifies your completion of the training with JA Staff.
- The online portion of training must be completed at least 3 days before our visit.
- Our students will arrive at JA BizTown for our simulation at _____ AM.
 - If you are training online, you are required to arrive 1 hour and 15 mins prior.
 - If you are attending the on-site session, you are required to arrive 15 mins prior.
- Your role within the simulation is very important in helping the students have a successful experience. Completion of this training is mandatory; JA Staff cannot let you participate in the simulation if you have not finished all training components.
- If a conflict should arise and you feel that you are no longer able to fulfill these obligations, please let your child's teacher know, so that we can find a replacement volunteer.

The JA facility is located at 120 Powell Place, Nashville, TN 37204. For directions, please see the enclosed map with directions or visit <https://www.juniorachievement.org/web/ja-nashville/ja-biztown-volunteers>.

Thank you again for your willingness to volunteer your time to assist our class in this exciting learning experience. We truly appreciate your involvement with our JA BizTown simulation, and we know that you will enjoy the entire experience.

We look forward to working with you at JA BizTown!
Sincerely,

(Teacher's Signature)