

Dear Guardians and Friends of *JA BizTown* students:

On February 6, 2017 (date), our class will be going to JA BizTown, a unique experiential education program operated by JA of the Upper Midwest. This on-site visit is one of the concluding activities to 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. Students will experience economics first-hand by producing and/or selling products, receiving a paycheck, working as a member of a business team, repaying a business loan, shopping, and managing a personal bank account.

To ensure a successful visit, we need at least 15 adult volunteers to accompany us to JA BizTown and help facilitate the simulation activities. The role of the volunteer will be to provide guidance to the students as they operate their businesses. Volunteers who offer to assist during the on-site visit must participate in an online training session to prepare for their work with the students. This training provides volunteers with the opportunity to understand the in-class curriculum as well as the on-site schedule and procedures. They will gain understanding about their role in assisting the students.

Volunteers will be required to complete an online orientation session a week prior to our visit to JA BizTown. The online training session can be found at [www.jaum.org](http://www.jaum.org). Volunteers will also be required to arrive an hour before the students on the morning of our simulation to receive instructions from the JA BizTown staff. JA BizTown is located at 1800 White Bear Avenue North in Maplewood, Minnesota.

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Yes, I want to volunteer for *JA BizTown*™ and will complete the online training. I will arrive at JA BizTown at \_\_\_\_\_ on \_\_\_\_\_  
(time) (simulation date)

I am unable to volunteer at this time.

Name: \_\_\_\_\_ School: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

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