

Prepare to have an awesome Junior Achievement experience.



What will 2020-2021 look like?

We have models to meet you, and your students, where you are.

You Have Options!

Where will JA happen this year?



In person
face-to-face



Virtual with a
remote teacher



Self-guided

Who will lead JA this year?

1

Volunteer leads.

Volunteer is face-to-face, in your classroom.

OR

Volunteer is virtual, beaming in to your students.

2

Educators, like you, lead.

Volunteer is virtual, live-streamed to your students.

OR

Volunteer records videos that you share.

3

Students lead.

You check in on their progress.

This guide will help you prepare for all of these scenarios.





Junior Achievement inspires and prepares young people with the real-life competencies they need to succeed...

Through three pathways:



Financial Literacy



I learned how to create a budget and save my money.



[View an example](#)



Work & Career Readiness



I created my first resume and prepared for an interview.



[View an example](#)



Entrepreneurship



Our volunteer gave us tips on how to start a business.



[View an example](#)

Results and Alignment

- JA activities are tailored to curricular needs of elementary, middle, and high school students. [Learn more.](#)
- JA programs are interdisciplinary and support Common Core State Standards. Find your state's standards, [here.](#)
- JA students score significantly higher on objective-referenced tests than their nonparticipating peers. [Learn about our results.](#)
- JA provides the classroom with a **role model**—a business or community volunteer.
- JA builds competencies in financial literacy, work & career readiness, and entrepreneurship. Check the [JA website](#) for more information.



What Does Junior Achievement Provide? ←

What will my students do at my session?



What can you expect?

You will receive one of these sets of materials:



A Physical Kit



Downloadable Materials



Web-based Tools

Where do you find the materials?

Your JA contact or JA representative will connect you to the materials you need.

What's included?



Educator and volunteer guides



Lessons and activities for each session:

- Overview
- Objectives
- Preparation needed
- Recommended time
- Materials
- Step-by-step instructions
- Places to personalize
- Talking points
- Assessment agent to track student progress

Some experiences also have: Slide decks, games, and videos.

Your Safety and Support Role

To create a safe environment for the students, please follow our safety guidelines:



1 Stay in the classroom while your volunteer is present.

Virtual Alternative: Stay online with students while your volunteer is present.

2 Communicate classroom guidelines and school rules to your volunteer.

Virtual Alternative: Communicate virtual guidelines to your volunteer.

3 Exchange emergency contact information with your volunteer.

4 Discuss food allergies/acceptable treats with your volunteer.

5 Handle discipline issues if/when they arise.

Virtual Alternative: Hosting the meeting, you will have control of the chat and video features to handle discipline issues.

To ensure students' safety, volunteers:

- Read and sign JA Volunteer Conduct Policy.
- Read and sign JA Digital Media Policy.
- Read and sign JA Volunteer Media Release and Consent.



Your Role with Volunteers

Volunteers are awesome! They come from many walks of life—retirees, young professionals, business owners, and community-minded individuals.

We prepare volunteers by:

- Outlining their role as a mentor in the classroom.
- Providing resources, tools, and program guides to help them prepare.
- Equipping them with tips to connect with students.

How can I engage with my volunteer?



Before

- Arrange dates and times with your volunteer or JA contact.
- Discuss class rules, student characteristics, student allergies, and classroom management.
- Share a class roster and help with name pronunciation.
- Exchange contact information so you can communicate after the school/workday.
- If virtual, share information about the platform you'll use and practice together, if needed.

Note:

Your volunteer will connect with you as soon as JA provides the class information.

During

- Help manage students and logistics.
- Remind volunteers about classroom norms, procedures, and resources.
- If needed, launch virtual platform (e.g., Zoom, WebEx, Skype, Google Hangouts), invite volunteer to join the classroom, and assist with virtual platform features (e.g., Q&A, muting, and chatting).

After

- Provide feedback about what went well and suggestions for improvement.
- Confirm the date and time of the next visit.
- Express your thanks for the volunteer's time, effort, and support.
- Work with JA Area contact to confirm class completion and submit information.

Note:

A thank you note or signed class photo is greatly appreciated after the last class session!

Preparation If You're Leading the Program

You're leading, presenting content, and directing activities provided by Junior Achievement. Your volunteer's real-world experience enhances your session.

Are we ready?



Prepare and Practice (48 hours before session)

- Prepare for your lesson. Consider how it relates to other content you've been sharing.
- Organize your lesson with this model in mind:

Spend most of the session doing the activity to keep students engaged



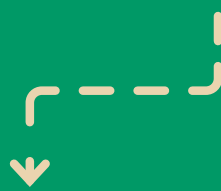
- Make notes with examples from your personal experience that will help students relate to the topic.
- If virtual, make notes on how to switch between slides, when to use the camera, and how to engage students.
- Sort the materials by lesson/activity or download the materials you need to distribute.

First JA Session

- Complete the pre-test.

After Your Final Session

- Return Pre- and Post-Program Surveys to the JA office.
- Call the JA office when your final session is completed.



And last, but not least...

We appreciate you!

Thank you for making a difference.

We're here for you.

As you continue through your Junior Achievement journey, we will:

- 1 Support and answer questions.
- 2 Provide materials for you to share.
- 3 Supply activities and prompts to engage students.



What's next?

You will receive your program guide to start preparing.

Not feeling quite ready? Attend our PREP session or connect with a local JA staff member to answer additional questions.



“ ”

“The students love when an adult from the community comes in and teaches them about “real-life” things. The students find it valuable and relate to concepts that are being taught and learned in school.”

-JA Educator



“ ”

“It adds a dimension of authenticity to the confinement of the classroom. JA makes everything authentic for students and raises the students' levels of interest.”

-JA Educator