



Junior Achievement[®]



empowering young people to own their economic success

At Junior Achievement, we give young people the knowledge and skills they need to **own their economic success**, **plan for their future**, and **make smart academic and economic choices**. Volunteers play a key role in bringing Junior Achievement to life.

By **sharing your personal and professional experiences and skills** with students from your community, you help them make the connection between what they are learning in school and what they will need to succeed in work and life.



Junior Achievement makes volunteering fulfilling, with **flexible scheduling options**. Our curriculum provides everything you need to make participation in JA interactive and engaging for students. For **as little as one hour a week**, you can make a difference in the lives of young people in your community.

As a JA volunteer, you are a part of a national network of more than 170,000 business and community representatives who are helping young people develop the competence, confidence and character needed for success in school, work and life.

Your Junior Achievement experience will leave you feeling **proud**, **energized** and **hopeful** about a better future for our young people.

“If we want our future leaders to have positive influences and role models we must be involved.”

—Clarence Seal, JA Volunteer, FirstBank

“Students hear from these business/college volunteers how they mapped their course. Students can then visualize their own pathway and have a mentor present as a sounding board.”

—Debra Odom, JA Teacher, Centennial High School, Williamson County

JA by the Numbers

177,797 volunteers impacted more than 4 million students in the USA during 2010-2011.

98% of teachers agreed that the program helped students prepare for the future.

94% of volunteers agreed that their communication and/or presentation skills improved.

124 Area Offices reach students in 176,490 classrooms across the country.

96% of volunteers agreed that their sense of involvement in the community increased.



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Elementary: Kindergarten-5th Grade (Five 30-45 minute classes)

Junior Achievement's elementary school programs teach students the basic concepts of business and economics and how education is relevant to the workplace. With activities that build on lessons from the previous year, JA's elementary programs provide a foundation for lifelong learning.

Students in elementary school are learning to listen, to interact socially, and understand cause-and-effect relationships. They enjoy having classroom visitors and participating in activities that differ from the usual routine.



Middle School: 6th-8th Grade (Six 45-minute classes)

JA programs at the middle school level build on concepts taught in elementary school and introduce economic ideas and workplace facts. These programs help preteens start thinking about ways to prepare for their educational and professional futures.

Students in middle school are starting to think for themselves, make connections to the world around them, and determine who they are and how they fit in socially. At this sometimes complicated stage, students like to feel cared about by the teacher and volunteer.



High School: 9th-12th Grade (Seven 50-minute classes)

Junior Achievement's high school programs help students make informed, intelligent decisions about their future, and fosters skills that will be highly useful in the business world. The volunteers bring real-life business experience and guidance into the classroom at a time that represents an essential crossroads for young people.

Students in high school are faced with many demands on their time, such as afterschool activities, jobs, challenging curriculum, and making decisions for the future. They are not yet adults but like to be treated that way.



Experience-Based Programs

Junior Achievement offers other programs that cater to a more specific audience. **JA BizTown** teaches 4th-6th grade students about the workplace by giving them the chance to run their own economy in JA's lifelike mini-city. **JA Finance Park is a month-long economics education program that introduces personal financial planning and career exploration.** **JA Job Shadow** introduces high school students to career options by letting them spend a day shadowing a professional in the workplace. The **JA Company Program** readies high school students for the real world by teaching them to develop their own business venture from start to finish.



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Within 1 week of receiving your Junior Achievement assignment:

- Read and sign the Volunteer Conduct Standards Form you received at training. The form can also be accessed online at www.janash.com/vcs.
- Contact the teacher immediately via phone and/or email to introduce yourself and arrange a schedule of visits. Even if you do not plan to start your class right away, it is important to coordinate schedules with your teacher as soon as possible.
- Let Junior Achievement know when you have scheduled your classroom visits. **Notify JA immediately if you encounter any problems in contacting your teacher or scheduling your visits.*

Online: LOCAL JA AREA WEBSITE or www.ja.org | **Email:** LOCAL AREA STAFF or volunteer@ja.org

Prior to your first JA lesson:

- If you would like to observe the class before your first lesson, please read the Observation Visit tips in the *Guide for Volunteers and Teachers* in your JA kit. Observation visits are not required but are strongly encouraged.
- Familiarize yourself with your JA kit and the materials within. Refer to the *Guide for Volunteers and Teachers* to determine which materials you will need to use in each lesson and prepare as needed.
- **Prior to first classroom lesson:** Print one copy of the Pre-/Post-Test for each student in the class and administer during your first visit. **Please do not use the test included in your kit.** Instead, you may access the most current version and detailed instructions online at <http://www.ja.org/programs/eval-pre-post.shtml>.
 - Review the first activity's lesson plan. Allow 45-60 minutes of preparation for each lesson.
 - Confirm your visit with your teacher and prepare directions to the school.

Day of classroom visit:

- Collect and inventory all materials you will need to conduct the day's activity. Make sure to administer the pre-test during the first visit.
- Arrive at the school 10-15 minutes early. This will give you time for a quick review of the lesson, to check in at the school's main office, and to obtain the necessary visitor's badge.
- Meet the teacher when and where you have agreed upon and conduct your JA lesson. Many schools require that you also check out upon leaving.

After each classroom visit:

- Confirm plans for the next week's visit with your teacher, in case any changes in schedule arise.
- Review the next activity's lesson plan and prepare all necessary materials.

Prior to final classroom visit:

- Print the same copy of the Pre-/Post-Test you administered before the first lesson. Bring one copy for each student, even if students have been added to the roster since your initial visit. Administer the test after the last lesson.
- Fill out Program Certificates for each student. Ask your teacher for a class roster to ensure correct spelling of each student's name. If you prefer to type the certificates, templates can be found at:

<http://www.jabrand.org/volunteers/Customizable-Program-Certs/index.shtml>

Upon completion of program:

- Submit the online **JA Program Evaluation** at LOCAL AREA INFORMATION. ***Note: This is required of all volunteers. Junior Achievement must have written verification that all activities have been completed. Please make sure to fill out the form completely and confirm the number of sessions conducted.**
- Return any extra program materials and the completed Pre-/Post-Tests to the local JA Area office.



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Elementary: Kindergarten-5th Grade (Five 30-45 minute classes)

Ourselves (Kindergarten) introduces the economic roles of individuals.

Our Families (1st Grade) discusses the role of families in the local economy.

Our Community (2nd Grade) examines the responsibilities and economic opportunities available within the community.

Our City (3rd Grade) considers economic development, local businesses, and career opportunities.

Our Region (4th Grade) explains the economic/business resources found in state and regional economies.

Our Nation (5th Grade) provides practical information about businesses' need for individuals who can meet the demands of the job market, including high-growth, high-demand jobs.

JA More Than Money (3rd-5th Grade) offers activities focused on earning, saving and spending money.

Middle School: 6th-8th Grade (Six 45-minute classes)

JA Economics for Success explores personal finance and students' education and career options based on their skills, interests, and values. It also demonstrates the economic benefits of staying in school.

JA Global Marketplace is designed to provide practical information about the key aspects of the global economy, what makes the world work, and how trade affects students' daily lives.

JA America Works provides students with examples of how business and entrepreneurship affected the economic development of the United States during the 19th century.

JA It's My Business offers activities designed to explore entrepreneurial skills.

High School: 9th-12th Grade (Seven 50-minute classes)

JA Success Skills explores the interpersonal skills required for career and personal success.

JA Careers with a Purpose introduces students to the importance of seeking careers that help them realize their life potential and noble purpose.

JA Personal Finance introduces students to the importance of making wise financial decisions and demonstrates the importance of planning, goal-setting, and thoughtful decision-making within the context of personal financial decisions.

JA Be Entrepreneurial focuses on challenging students through interactive classroom activities to start their own entrepreneurial venture while still in high school.

JA Business Ethics fosters ethical decision-making in students as they prepare to enter the workforce and the global marketplace.

JA Exploring Economics makes economics engaging and relatable by helping students better understand the impact they have on the economy as consumers and taxpayers.

JA Titan introduces critical economics and management decisions through an interactive Web-based simulation.

