

Assigning Your Students:

1. Complete the information at the top of each page. This is important information that will help us plan for your visit.
2. Fill out the student groups on following pages. Our *JA Finance Park* area can only accommodate the number of students listed.
 - a. DO NOT add students to the groups beyond the number listed.
3. Group students that will work well together.
 - a. DO NOT let students select their storefronts or groups.
4. Make a note if a group includes any special accommodations for a student, such as lower seating or any other important information for the visit.
5. Start with Group #1 and fill from there.
6. Place 1 volunteer with each group of 5 students.
 - a. Volunteer #1 needs to be filled in each assigned storefront before filling Volunteer #2.
7. Make sure students know their group number (prior to visit date) for dismissal from orientation.

Reminders:

1. Lead Teacher - Send ALL completed pages of the form to Nina Lilley at nina.lilley@ja.org 1 week prior to your visit to our facility.
2. If there are any updates or changes after sending the forms, please email the updates to Nina Lilley, even if the changes are the morning of your visit.

Student Assignment Form

School: _____ Date of Visit: _____ Lead Teacher: _____

Total # of students: _____ Total # of Volunteers: _____

Group #1	Volunteer / Student Name	Notes
Volunteer #1		
Student #1		
Student #2		
Student #3		
Student #4		
Student #5		
Volunteer #2		
Student #6		
Student #7		
Student #8		
Student #9		
Student #10		
Group #2	Volunteer / Student Name	Notes
Volunteer #1		
Student #1		
Student #2		
Student #3		
Student #4		
Student #5		
Volunteer #2		
Student #6		
Student #7		
Student #8		
Student #9		
Student #10		
Group #3	Volunteer / Student Name	Notes
Volunteer #1		
Student #1		
Student #2		
Student #3		
Student #4		
Student #5		
Volunteer #2		
Student #6		
Student #7		
Student #8		
Student #9		
Student #10		

Student Assignment Form

School: _____ Date of Visit: _____ Lead Teacher: _____

Total # of students: _____ Total # of Volunteers: _____

Group #4	Volunteer / Student Name	Notes
Volunteer #1		
Student #1		
Student #2		
Student #3		
Student #4		
Student #5		
Volunteer #2		
Student #6		
Student #7		
Student #8		
Student #9		
Student #10		
Group #5	Volunteer / Student Name	Notes
Volunteer #1		
Student #1		
Student #2		
Student #3		
Student #4		
Student #5		
Volunteer #2		
Student #6		
Student #7		
Student #8		
Student #9		
Student #10		
Group #6	Volunteer / Student Name	Notes
Volunteer #1		
Student #1		
Student #2		
Student #3		
Student #4		
Student #5		
Volunteer #2		
Student #6		
Student #7		
Student #8		
Student #9		
Student #10		

Student Assignment Form

School: _____ Date of Visit: _____ Lead Teacher: _____

Total # of students: _____ Total # of Volunteers: _____

Group #7	Volunteer / Student Name	Notes
Volunteer #1		
Student #1		
Student #2		
Student #3		
Student #4		
Student #5		
Volunteer #2		
Student #6		
Student #7		
Student #8		
Student #9		
Student #10		