

## JA Finance Park Visit Information Teacher Pre-Visit Checklist

**Directions:** As you complete each of the tasks below, please place a check mark on the corresponding line. Timely completion of these tasks will ensure a smooth *JA Finance Park* visit for your students. If you have questions or concerns, contact Nina Lilly by phone at (269)414-0957 or by email at [nina.lilley@ja.org](mailto:nina.lilley@ja.org).

- \_\_\_\_ Receive *JA Finance Park* materials and watch educator training video.
- \_\_\_\_ Arrange transportation for the *JA Finance Park* visit. **Berrien Youth Fair Grounds**  
**9122 US HWY 31 Berrien Springs, MI 49103**
- \_\_\_\_ Before beginning to teach, gather support materials to be used in the classroom.
- \_\_\_\_ Begin *JA Finance Park* instruction (see pages 12 and 13 of Getting Started tab in *JA Finance Park* Teacher Guide for sample Lesson Implementations). Be sure to allow sufficient time for instruction of required lessons plus extension activities.
- \_\_\_\_ Send Parent Letters home with students beginning one week prior to start of curriculum. (See pages 4, 5 and 7 of Visit Information Tab and pages 4 and 5 of Volunteer Information tab in *JA Finance Park* Teacher Guide.)
- \_\_\_\_ Recruit volunteers early! You will need a **minimum** of one adult per 10 students. We **strongly** recommend one adult for every 5 students if possible. Teachers teaching the *JA Finance Park* materials should not be assigned to a student group but should be free to troubleshoot and help students in need of assistance. In addition to the letter sent home, a note in the school newsletter or mention at an open house might helpful in recruiting volunteers.
- \_\_\_\_ Send home a follow-up letter to those who will volunteer on the visit date. Stress to volunteers the importance of arriving at the *JA Finance Park* facility **30 minutes** early on the morning of the student visit for a more detailed training.
- \_\_\_\_ E-mail ([nina.lilley@ja.org](mailto:nina.lilley@ja.org)) the *JA Finance Park* Group Assignment Form (Visit Information Tab) at least **5 days** prior to the visit. Please be sure each group is assigned a volunteer.
- \_\_\_\_ Remind students to bring a sack lunch and a drink the day of the visit
- \_\_\_\_ **\*Each student must know their group number before arrival at *JA Finance Park*. This greatly facilitates the dismissal of students into their business at the beginning of the day.**
- \_\_\_\_ Each student should wear a name tag to *JA Finance Park*. The student name and group number should be included on the name tag.

