

JA in a Day Timeline

An Overview of how a JA in a Day typically unfolds – from beginning to end

ARRIVAL

Find parking in the school lot. Pay special attention to areas reserved for buses and other specially designated vehicles. If there are no available spaces, seek out street parking in the neighborhood.

Proceed to the front entrance of the school, check-in at the office, and look for the JA signs and arrows directing you to the location of the Breakfast.

BREAKFAST

Sign-in with JA staff then find the labels on the tables. Each table is designated for a specific grade to make it easy for you to locate your teacher.

- Enjoy some breakfast and coffee
- Introduce yourself to your assigned teacher, talk through the discussion points that JA staff have placed on the tables.

Junior Achievement staff will make announcements with reminders and logistical information for the day. As the Breakfast ends you will walk to your classroom with your teacher.

CLASSROOM SET-UP

Typically volunteers arrive in the classroom before the students enter. Prepare the classroom:

- Identify a space for your kit and materials
- Hang the Junior Achievement Banner and any additional posters as needed
- With the teacher, determine where to keep any personal items throughout the day
- Identify classroom resources such as white boards, smart boards, etc.
- Ask the teacher to complete the certificates, writing in the names of the students and adding in his or her signature

GREETING & OBSERVING

As students enter the classroom you can establish rapport by introducing yourself and greeting them. Many classrooms, particularly at the youngest grade levels, have a morning routine, then the teacher will administer the Junior Achievement Pre-Test. This can take up to 30 minutes. (There is no Pre-Test for Kindergarten.) Allow the teacher to follow this routine; he or she will introduce you when it is time for you to begin.

INTRODUCING YOURSELF

Begin your JA program by introducing yourself to the students. Many volunteers have students complete the table tents and choose to implement an age appropriate ice breaker. Generate a conversation with the group, sharing about your career including your current position and place of employment. Introduce the term volunteer, and talk with the students about your decision to come to their school and present Junior Achievement.

PRESENTING THE PROGRAM

Begin your lessons! The outside pocket of your kit included a suggested schedule for presenting the five to six lessons of your Junior Achievement program. This schedule is not meant to be followed strictly, instead it is a guide suggesting how you might pace the activities throughout the day.

Look to the schedule to ensure students are dismissed on time for any special activities, recess and lunch. You may find additional breaks are needed to keep the students focused on the activities. Work with the teacher to structure these breaks into your day as needed. During special activities and lunch you are welcome to join the students! They love to have their volunteer accompany them to these activities. However, if you find yourself in need of a break or if you would prefer to use the time to prepare for your remaining lessons you are welcome to stay behind in the classroom, or if available, the Teacher's Lounge.

GRATUATION CEREMONY

After completing the final lesson it is a good idea to address the class, speaking from the heart. You may wish to share your pride in them for their participation in the day, the potential you see in them and confidence you have for their future, or simply that you enjoyed spending the day with them. Share what feels comfortable and authentic for you, and be sure to thank them for their participation!

The finale of your JA in a Day program is to facilitate a graduation ceremony. Call the students to the front of the room one by one to receive their certificate of achievement and magnet/postcard (grades K-4). If you brought an additional prize or reward this might be a good time to hand it out. Customarily, volunteers have the class of students applaud each recipient.

LEAVING THE SCHOOL

Once the graduation ceremony is complete you are free to leave the school even if the schedule had suggested you finish slightly later. We suggest offering that the teacher may keep any materials he or she would like for the classroom, and repackaging the remaining materials into the kit. The teacher will administer the Post-Test with the students after you have left (Grades 1 and up).

Leave the kit in the front office for Junior Achievement to retrieve.

POST JA IN A DAY

Many companies organize Happy Hour events immediately following the JA in a Day at the school. We encourage volunteers to gather and share their experiences and stories from the day with colleagues.

Junior Achievement is eager to learn about your experience in the classroom. The unique stories you develop in the classroom are inspiring to others, and your perspective can help us sculpt a better volunteer experience for others. Following your JA in a Day, look for email communication from your Volunteer Manager requesting feedback through a quick online survey.