



# Teacher Checklist 2020-2021

## 6- 8 Weeks Prior to BizTown Visit

### 90 Days Prior to BizTown Visit Complete Program Agreement

New Teachers or Refresh Sign Up for a Teacher Training,

<https://www.signupgenius.com/go/508054ca9aa28aaf58-biztown>

Attend Teacher Training at JA Office 4756 Mission Gorge Pl, San Diego, CA, 92120

Pick up materials from JA Office 4756 Mission Gorge Pl, San Diego, CA, 92120

Visit Educator Portal for BizTown Documents,

<https://sandiego.ja.org/local-repository/biztown-educator-portal>

Review Teacher Tabs: **Volunteer Tab, Visit Tab, Jobs Tab**

Arrange Bus Transportation on Simulation day (Students need 4 ½ hours at JA BizTown)

Send the *Introductory Letter* home with your students and start recruiting now. **Volunteer Tab**

Review Curriculum **Teacher Guide**

**Invoices will be sent 60 days prior to BizTown Visit**

## 4-5 Weeks Prior to BizTown Visit

Administer Pre Test to students **Educator Portal**

Introduce JA BizTown to Students and Begin Teaching the Classroom Curriculum

Start with **Financial Literacy** or **Community and Economy** lesson **Teacher Guide**

Send the *Parent Consent* form home with your students for their parents/guardians **Visit Tab**

Send *Volunteers Needed at JA BizTown* **Volunteer Tab**

If you are not receiving the desired parent/guardian support, send the *Volunteers Needed Letter* to school admin, local service groups and businesses, etc.

If volunteer help is needed contact the **Capstone Coordinator** at [jlogan@jasandiego.org](mailto:jlogan@jasandiego.org)

**Payment due 30 Days Prior to BizTown visit** [dmarkle@jasandiego.org](mailto:dmarkle@jasandiego.org)

## 2-3 Weeks Prior to BizTown Visit

Assign Volunteers to Businesses on *Volunteer Assignment Sheet*, *note any special visitors* **Volunteer Tab**

Complete **Community and Economy** and **Financial Literacy** **Teacher Guide**

Send *Volunteer Confirmation Letter* to parents/volunteers along with map/directions **Volunteer Tab**

Email *Volunteer Assignment Sheet* to [dmarkle@jasandiego.org](mailto:dmarkle@jasandiego.org) Editable Form on **Educator Portal**

Send Consent/Photo Release Form home with students for their parents/guardians to sign **Visit Tab**

Send the directions/map of the McGrath Family JA BizTown to bus transportation **Visit Tab**

Complete **Work Readiness** lesson **Teacher Guide**

### 1 Week Prior to BizTown Visit

Send out <i>Volunteer Reminder &amp; Parking Instructions/Direction/Map</i> <b>Volunteer Tab</b>
Email <i>Volunteer Assignment Sheet</i> to <a href="mailto:dmarkle@jasandiego.org">dmarkle@jasandiego.org</a> Editable Form on <b>Educator Portal</b>
Complete <b>Business Management</b> lesson <b>Teacher Guide</b>
Enter your student data into the simulation. You will receive two emails: JA System Access Account Confirmation and JA BizTown Enrollment to set up your password to access the simulation
Once you enter the student data you will have the students account numbers, share these with your students and have them <b>write it on and in their checkbooks</b>
Complete BizPrep Workbooks. Printed with materials or on <b>Educator Portal: Jobs Information</b>
Complete deposit ticket <b>Teacher Guide: Business Management Lesson 3</b>
Remind students to bring lunch AND a drink, drinking fountains will be available
See <i>Teacher's Visit Preparation Checklist</i> for items to bring on your visit day <b>Visit Tab</b>
Completed Union Tribune Newspaper Advertisements: typed in one Word document and placed on a flash drive or use Google Docs
Email <a href="mailto:dmarkle@jasandiego.org">dmarkle@jasandiego.org</a> with any updates/changes to the <i>Volunteer Assignment Sheet</i>

### Day of BizTown Visit

Meet at the school early enough to allow for loading the buses, traffic, etc.
<i>Teacher's Visit Preparation Checklist</i> : for items to bring on your visit day <b>Visit Tab</b>
Bring extra BizTown Materials, Signed Consent Forms, UT Ads on Flash drive
Bring One Envelope Per Business which will include: BizPrep Workbooks & Checkbooks
Bus should drop off students in the church parking lot and students will walk up the hill to the lobby
Please help out at banks during break rotations, check in on shops and volunteers

### Post BizTown Visit

Complete <b>Debrief</b> Lessons <b>Teacher Guide</b>
Administer Post Test to students <b>Educator Portal</b>
Email <b>BizTown Manager</b> <a href="mailto:dmarkle@jasandiego.org">dmarkle@jasandiego.org</a> Pre and Post Test Average Scores
Thank You Letters/Poster to Sponsor (if Applicable)
Send Thank You to JA Office 4756 Mission Gorge Pl, San Diego, CA, 92120 Attention: BizTown Manager

**Links and information shared in this teacher checklist can be found in your "Welcome" email.**