

VOLUNTEER INFORMATION

The McGrath Family



Volunteer Plan

Overview

At the core of all of our programs are the volunteers. Volunteers are the conduit between what is taught in the classroom or experienced during the simulation, and the “real world.”

Volunteer Recruitment

Your school is responsible for securing all of the volunteers. If your school is unable to recruit the minimum number of volunteers, please contact the Capstone Coordinator as soon as possible to request assistance.

Who is a potential JA BizTown volunteer?

Everyone! You can reach out to:

- Parents
- PTO/PTA
- Local Businesses
- School Administration
- Local Service Groups

Volunteer Assignments

The one-day simulation requires a **minimum of 26 and a maximum of 38** adult volunteers to operate successfully.

Please use the editable Volunteer Assignment Sheet to assign your volunteers, and email the form to the Capstone Coordinator **1-2 weeks prior** to your visit day. Only the volunteers you specify on the assignment sheet will be allowed into the facility so be sure to send any updates to the Capstone Coordinator.

There is a **mandatory 1.5 hour volunteer orientation** at the JA facility the morning of the visit day. Volunteers must be able to commit to the full 6 hours.

Please Note: JA staff reserves the right to change volunteer assignments to assure adequate student assistance on the simulation day.

Please do not place volunteers with their students – we have found that students are able to focus more on the task at hand with less distractions, and are more successful at assuming responsibility for their adult role if their parent/guardian is not assisting in the business with them. They will have time to visit during breaks and later at home around the dinner table.

Why Are Volunteers Necessary?

What is experiential learning?

The main goal of an experiential learning program is to provide an environment that allows students to practice learned concepts and transform that experience into lifestyle choices and lasting knowledge.

Volunteers assist students in processing this experience by providing not only insight into similarities in the real world work place, but also are able to engage the students in what they are learning, and emphasize how they are using that information.

What is the role of a JA BizTown volunteer?

- Work in one of the 21 JA BizTown businesses, assisting a group of 2-11 students.
- Assist the CFO in keeping track of their business bills and deposits, as well as paying their employees.
- Encourage students to complete their tasks, as well as share your personal work experiences they may be applicable.
- Help students with their personal finances, including depositing their paychecks and keeping track of purchases in their checkbook register.
- Practice with the students who will be presenting a speech during the Opening and Closing Town Hall Meetings.
- Oversee students during the business clean-up at the end of the day, making sure they leave their business as they found it.
- Ensure the safety and security of the students within their business.
- Will leave with the knowledge that they supported and impacted our future business leaders and provided them with an experience and knowledge that will last a lifetime!

Introduction to JA BizTown

Dear Parents/Guardians,

This year, our class is participating in an exciting Junior Achievement program called JA BizTown. The students will receive several weeks of lessons in the classroom, teaching them how to get a job, how to run a business, and how money works. At the end of the lessons, the students will be visiting the McGrath Family JA BizTown facility on _____(date).

This visit will provide students with an opportunity to apply what they have learned in a simulated professional work environment. Each student will assume a job, produce and/or sell products, receive two paychecks, work with a business team to repay a business loan, shop, and manage a personal bank account.

We Need YOU!

To make this a successful day for the students, we need **26 to 38 adult volunteers** to accompany us to the McGrath Family JA BizTown.

Volunteers are required to attend an orientation to learn how to assist the students throughout the day and make sure they get the most out of the experience. The orientation at the McGrath Family JA BizTown facility will be 1.5 hours before the students arrive. You will then be with the students for 4.5 hours, the total time commitment equaling 6 hours.

We look forward to participating in this exciting educational opportunity and hope that you join us as a volunteer during the JA BizTown visit. Help us make a lasting impact on our students' lives!

With Appreciation,

(Teacher's Signature)

For more information, please visit the Junior Achievement website at www.sandiego.ja.org

Volunteers Needed

On _____ (date), our class will be going to JA BizTown, a unique experiential, educational program facilitated by Junior Achievement of San Diego.

The students will have several weeks of lessons/activities in the classroom beforehand, where they will learn how an economy works, how to apply for a job, operate a successful business, be a part of a community and how to manage a personal bank account. They will then visit the McGrath Family JA BizTown facility to practice the concepts they have learned in a 4.5 hour simulated professional work day.

During the visit day to JA BizTown, each student will become an employee in one of the 21 businesses. Students will work in business teams, providing a service, producing and/or selling products, as well as completing their assigned job duties. As a citizen, they will receive two paychecks, open a bank account, and spend the money they have earned to become part of the economy.

To ensure a successful visit, we need **26 to 38 adult volunteers** to accompany us to JA BizTown. The total time commitment is **6 hours**, which includes a mandatory orientation on site before the students arrive. You will then be assigned to one of the 21 businesses, helping the students with their job duties as well as sharing insight from your own work experience. Please note that you will NOT be placed with your student during this simulation, – we have found that students are more successful at assuming responsibility for their adult role if their parent/guardian is not assisting in the business with them.

The orientation and visit day will be at the McGrath Family JA BizTown facility located at: **4756 Mission Gorge Place, San Diego, CA 92120**

Please fill out the section below and return to the school by _____ (date).

___ Yes, I want to volunteer for JA BizTown and will attend the mandatory volunteer orientation.

___ I'm sorry; I am unable to volunteer at this time.

Name: _____ Email: _____

Phone: _____ Student's Name _____



JA BizTown®

Volunteer Lottery

Thank you for your willingness to participate as a volunteer for the McGrath Family JA BizTown simulated work day experience for our students! We are so appreciative and grateful that so many of you were enthusiastic about volunteering your time to support our students in this exciting learning opportunity.

Unfortunately, we have more volunteers than the JA BizTown on-site simulation is able to accommodate. As a result, we used an objective, lottery-based system here at school to select and compile the volunteers that will be joining us.

We're sorry to inform you that your name was not selected during this process.

Please note that the McGrath Family JA BizTown facility's security policy does not allow parents to stop by and observe. All approved volunteers will be designated by the teachers and communicated to JA BizTown.

If there are any cancellations, we will be reaching out to fill those positions, and are starting a waitlist. Please select one of the following:

Yes, I would like to be put on a waitlist in case there is a spot available.

No, I will not be able to volunteer for the visit day to JA BizTown.

Thank you again for your willingness to help and for your commitment to supporting the program as well as the students!

With Sincere Appreciation,

(Teacher's signature)

For more information, please visit the Junior Achievement website at www.sandiego.ja.org

Volunteer Assignments

School Name:

Visit Date:

Contact Teacher Name:

**Minimum 2 volunteers*

Business Name	Volunteers (First & Last Name)	School or JA Vol.
ABC	1.	
	2.	
U.S. Bank *	1.	
	2.	
Mission Federal Credit Union *	1.	
	2.	
The Nemeth Veterinary Clinic & Adoption Center	1.	
	2.	
Channel 93.3 Radio	1.	
	2.	
County & City Administration	1.	
	2.	
Cox Communications	1.	
	2.	
H.G. Fenton Company	1.	
BizTown Professional Services	1.	
Jack in the Box *	1.	
	2.	
Kaiser Permanente	1.	
	2.	

Volunteer Assignments

NBC 7 San Diego *	1.	
	2.	
San Diego International Airport	1.	
Scripps Institution of Oceanography	1.	
	2.	
SDG&E	1.	
	2.	
JA BizTown Gaming Center	1.	
	2.	
Epsilon	1.	
The Super Dentists	1.	
	2.	
The San Diego Union Tribune *	1.	
	2.	
San Diego Downtown Breakfast Rotary	1.	
	2.	
The UPS Store	1.	
	2.	

Special Visitors and Guests	Student Aides

Volunteer Confirmation

Please be sure to:

- **Bring Picture ID**, you must show an ID to be allowed into JA BizTown
- Wear comfortable clothing and shoes
- Arrange for childcare
- Bring a lunch
- *Vending machines are available to all guests*

Reminder: You will need to attend the on-site orientation before the students arrive, if you arrive after the orientation you will not be allowed to stay and volunteer. Please make sure to arrive at the McGrath Family JA BizTown facility on:

_____ (Date) at _____ (Time)

If you were not selected to volunteer by your child's teacher, please note that JA BizTown's security policy does not allow parents to stop by and observe.

**Before attending BizTown please complete the
Volunteer Registration Form
located here:**

<https://juniorachievementsd.typeform.com/to/YsJWzC>

Please be sure to visit our website to learn more about our programs,
sandiego.ja.org.

_____ (Teacher's Signature)

Directions/Map to JA BizTown



4756 Mission Gorge Place San Diego, CA 92120

From I-8 heading West

Take Interstate 8 West to Waring Road exit. After exiting head north and turn right onto Adobe Falls Road. Continue over the bridge, which is Alvarado Canyon Road, heading west until you reach the stop sign which is Mission Gorge Place. Turn right onto Mission Gorge Place and then turn right into the 2nd driveway which is also Mission Gorge Place, you will see a Junior Achievement sign with an arrow. You will be heading east (US Post Office will be on your left). Immediately after the Post Office, follow signage to the right to find **parking in the Mission Church of the Nazarene parking lot**. Please walk up the sidewalk along the driveway that leads to the JA facility.

From I-8 heading East

Take Interstate 8 East to Mission Gorge Road. Turn left onto Mission Gorge Road. Make 1st right under the bridge onto Alvarado Canyon Road. Take Alvarado Canyon to the stop sign at Mission Gorge Place. Turn left onto Mission Gorge Place and then turn right into the 2nd driveway which is also Mission Gorge Place, you will see a Junior Achievement sign with an arrow. You will be heading east (US Post Office will be on your left). Immediately after the Post Office, follow signage to the right to find **parking in the Mission Church of the Nazarene parking lot**. Please walk up the sidewalk along the driveway that leads to the JA facility.