

VISIT INFORMATION

The McGrath Family



Sample Visit Schedule (4.5hrs)

15 Minutes	Student Welcome
30 Minutes	Business Start-Up (in each business) <ul style="list-style-type: none">• Volunteers assign students to their break groups• Morning Business Meeting led by the CEO• Students read job booklets, supplies are purchased• BizPrep Workbook information entered into CFO computer• CEOs prepare speeches for the Opening Town Hall Meeting
15 Minutes	Opening Town Hall Meeting (in town square) <ul style="list-style-type: none">• Introduction by the Mayor• CEOs give speeches about their businesses goods/services
60 Minutes	Employee Work/Break Rotations (three sessions/20 min each) <ul style="list-style-type: none">• Break (students visit the bank to deposit their paycheck, open a savings account for \$1.50 and then visit the shops to purchase items)
10 Minutes	Mid-Day Business Meeting (in each business) <ul style="list-style-type: none">• BizTown closes temporarily• Meeting led by the CEO in each business
105 Minutes	Employee Work/Break Rotations (three sessions/25 min each) <ul style="list-style-type: none">• Break (students visit the bank to deposit their paycheck and then visit the shops to purchase items as well as eat lunch)
10 Minutes	Final Business Meeting (in each business) <ul style="list-style-type: none">• Led by the CEO
10 Minutes	Business Clean-Up (in each business) <ul style="list-style-type: none">• Businesses restored to original set-up• CEOs prepare speeches for the Closing Town Hall Meeting
15 Minutes	Closing Town Hall Meeting (in town square) <ul style="list-style-type: none">• Introduction by the Mayor• CEOs give speeches and some hand out awards

Visit Day Briefing

Student Arrival

For a prompt arrival, please remember the time it will take to load the buses, prepare the students, as well as traffic conditions. If you are running late, our staff will adjust the time to make sure your students receive the full simulation.

Reminder (rule of 2)

As a helpful reminder, everything comes in twos (2 paychecks, 2 deposit tickets, \$2 cash, 2 places to spend the cash (UT and Jack in the Box), 2 breaks, and the 2 main rules of JA BizTown (no running/use handrail and no yelling).

Business Start-Up

JA BizTown is not yet “open for business.” The students will all remain in their shops, inputting the BizPrep Workbook information into the computer, gathering supplies, reading their job booklets, and holding a morning business meeting.

Opening Town Hall Meeting

All students will gather in the center of JA BizTown. The Mayor and several CEOs will give speeches concerning the goods/services their businesses provide. All speeches are short, fill-in-the-blank templates that will be provided on-site. **They will NOT need to prepare a speech.**

First Break Rotation

Three 20-minute break rotations take place in each business. The students will be divided by color (red, yellow, green) and on their color break rotation will go to the bank to deposit their paycheck and get their spending cash. While at the bank, each student will have the option to open a savings account. **We ask that you assist the JA Staff at the banks to help the students move through the lines as efficiently as possible.** During this break students should begin to make purchases and spend their money.

Mid-Day Business Meeting

A 10-minute meeting led by the CEO inside their businesses where students discuss how their business is running and if any changes need to be made. **BizTown is temporarily closed at this time.**

Second Break Rotation

Three 25-minute color break rotations take place, and the students will deposit their second paycheck. **The students will eat lunch at this time as well. This is their final shopping period.** Before the last break, each business must submit their deposits to the bank to be sure they are processed before the end of the simulation. **Once the last break is over, JA BizTown is officially closed for business.**

Final Business Meeting

The 10 minute business wrap-up meeting led by the CEO inside their businesses where students discuss their business profit/loss, any business issues that came up, and their successes.

Business Clean Up

All working areas should be returned to their original state, any loose papers recycled and materials returned in their yellow basket. Students will take home their checkbooks, debit cards, all items they purchased during the day, as well as a printed copy of their Business Accounting Report for their teacher.

Closing Town Meeting

All students will gather in the center of JA BizTown. The Mayor and several CEOs will give speeches reporting on their progress throughout the day, and will be handing out a few awards. All speeches are short, fill-in-the-blank templates that will be provided on-site. **They will NOT need to prepare a speech.**

Dismissal

Please remind your students to take all personal belongings, along with any purchases they have made with them to the bus.

That will conclude your JA BizTown visit day. You will have a debrief lesson to complete back in the classroom, along with the posttest.

Parent Consent Form

To: Parents/Guardians

As you know, our class is participating in an exciting educational program called JA BizTown, which focuses on financial literacy, work readiness, and entrepreneurship. We will soon be visiting the McGrath Family JA BizTown facility to participate in a simulation of a professional work day, where each student will have the opportunity to be a producer and consumer. Our visit is scheduled for _____(Date). We will be leaving school at _____ (Time) and returning at _____ (Time).

Please have your child bring a sack lunch clearly marked with his/her name.

Students will be photographed by the student Photographer for the newspaper. The JA BizTown experience may also be photographed or videotaped by external media for use in communications and marketing materials for Junior Achievement.

Please complete the form below to inform us of your preferences for including/omitting your child from any media interaction. This form must be signed/returned to us by _____ (Date).

From (Teacher): _____

PLEASE NOTE! This form is MANDATORY for each student, and will be collected on the schools visit day to JA BizTown.

_____ **Yes, my child has my permission to be photographed, videotaped and/or interviewed. These may appear in print, on our website or social media or broadcasted for publicity purposes.**

_____ No, my child does not have my permission to be photographed, videotaped and/or interviewed. I request that my child is excluded from any photography or videotaping where he/she may be easily identified.

Student Name: _____

Parent Name: _____

Parent Signature: _____



JA BizTown®

Visit Reminder

Hello Guardian,

Our class is going to the McGrath Family JA BizTown this week! The students have worked hard and are excited about seeing all that they have learned come to life during this hands-on, project-based, simulated work day! It is an experience they will be talking about for years to come, and hopefully they will have some exciting stories to share with you as well.

Please help us have a successful experience by noting the following reminders:

- 1. Please have your child bring a sack lunch in a disposable bag, along with the student's name and his/her JA BizTown business name written clearly on the outside of the bag.**
- 2. Please make sure your child arrives at school on time. Students need to arrive at school by _____ (time). Students will be returning to school at _____(time).**
- 3. Students should wear business casual clothes appropriate for their JA BizTown business position. This means no t-shirts, shorts or flip-flops. Comfortable shoes are a must because students will be on their feet most of the day.**

If you are one of our JA BizTown volunteers for the day, we cannot thank you enough for joining us. Please arrive at the JA BizTown facility for a mandatory volunteer orientation that begins 1.5 hours prior to the students' arrival. Students will arrive at JA BizTown at approximately _____(time), so please be there **no later than** _____ (time).

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

We look forward to seeing your student(s) take on the role of a working professional in their new job! It will be a wonderful day for everyone! Thank You!

(Teacher's signature)

Teacher's Visit Preparation Checklist

Please bring the following items with you on your visit day:

- **21 Completed BizPrep Workbooks**

(Put each workbook in a large envelope marked with the business name, along with all of the checkbooks of the students working in that business)

- **Completed Student Checkbooks**

- **Union Tribune Newspaper Advertisements**

(All of the Union Tribune advertisements need to be typed in one Word document and placed on a flash drive. Please bring the flash drive with you the day of your visit. Hard copies will be in the BizPrep Workbooks. You can also save the advertisements to your Google Docs and access them on your visit day.)

- **Signed Parent Consent Forms**

(They will be collected by the JA Staff)

- **Extra JA BizTown Materials**

(Please be sure to return ANY unused materials. The teacher binder and teacher kit should stay with the school and are to be used the following year)

You are now ready for your JA BizTown visit day!