

## **Volunteer FAQs – JA in a Day**

### **What is a JA in a Day?**

- ▲ “JA in a Day” is different from other JA programs only in that the entire JA program is taught during the course of one day at the school. Volunteers arrive in the morning prepared to teach all lessons in back to back fashion. A typical JA in a Day will run from around 8:30am to 1:30pm or 2:00pm depending on the school’s start time and the grade level you are teaching.

### **Preparation**

#### **How much time will it take me to prepare for the JA in a Day?**

- ▲ After the training session, expect to spend approximately three hours. Depending on your program, and presentation style it may take longer and can vary significantly. This is not something you can simply do the night before. Being fully prepared for all lessons is essential to ensuring a good experience for both you and the students.

#### **I’m missing some materials, how do I get replacements?**

- ▲ Notify your JA staff contact as soon as you realize any items are missing. We don’t typically have extra materials on hand for all of the programs the day of, advance notice allows us to ensure we can provide your missing materials.

#### **Do I need to contact my teacher in advance of the JA in a Day?**

- ▲ For a JA in a Day event, volunteers are not typically in contact with their assigned teacher until the morning of the event. If you would like to be in touch with your teacher prior to the JA in a Day, ask your JA staff contact to provide your teachers email.

#### **Why do some references in my Guidebook not seem to fit into the JA in a Day format?**

- ▲ The Guidebook is aligned to our traditional format of volunteering, where a volunteer visits the classroom repeatedly presenting one lesson at a time over the course of several weeks. With this in mind, you should adjust your presentations to make sense for your JA in a Day students. For example, you would not begin Lesson 2 with a detailed review of Lesson 1, as it is very fresh in students’ minds.

### **Logistics**

#### **What should I wear?**

- ▲ Business Casual or clothing that represents your company. We recommend comfortable shoes and dressing in layers as classrooms can be either warm or cold regardless of the outside temperature.

### What should I bring?

- ▲ JA Kit with materials sorted and prepared
- ▲ The JA “Guide For Teachers and Volunteer Guide” with your personal notes
- ▲ Water bottle
- ▲ Volunteer Registration Form completed and signed (if not already submitted). Copies will be available in the morning if needed, see JA staff.
- ▲ Treats or small prizes (see next FAQ)
- ▲ Your smile and enthusiasm!

### May I bring treats or small gifts for the students?

- ▲ Yes. Some volunteers like to bring a small prize for the students. If you choose to do this, suggestions would be a pen or trinket from your place of work, a bookmark, small allergy friendly candy such as Starburst or Skittles. **Please be sure to get approval from your teacher before handing out any edible items.**
- ▲ We recommend bringing a few extra, student numbers often change from the information provided by the school. We also recommend bringing the same item to give all students, versus giving students “choices” this helps eliminate hurt feelings and competition for the prizes.

### What should I expect at lunchtime?

- ▲ Volunteers will have lunch when their class is having lunch. Return to the designated meeting area, usually the school’s Media Center or teacher’s lounge, during this time. Lunch will be available for all volunteers, provided by either a corporate sponsor or the school’s PTA.

### Where should I park?

- ▲ Parking is usually available in the school’s lot. Please pay attention to signs regarding assigned spots for staff and stay clear of bus lanes during school arrival and departure. If there are no available spaces that are not restricted, we recommend street parking in the neighborhood, be sure to check signage for restrictions.

### Where should I go when I arrive at the school?

- ▲ Enter through the Main Entrance to the school and check-in at the front office. You will be required to show a photo ID, sign-in as a guest, and receive a visitor badge. From there you will be directed to the designated meeting place.

### If I am running late or get lost, who should I call?

- ▲ Call the school (the phone number is included in the materials you received during your training session) and ask them to notify Junior Achievement staff. If your call is not answered, call your JA staff contact on their cell phone number.

## **Program Presentation**

### **What assistance can I expect in the classroom?**

- ▲ The teacher is required by law to be present with you in the classroom at all times. The school may have other helping adults rotating throughout the classrooms, such as Para Educators and Specialists. Feel free to ask for help or assistance during activities.
- ▲ Your teacher has breaks built into the class schedule when the students attend their specials. If the school has decided to skip specials during the JA in a Day, the specials teacher will come in to your classroom during that slated time to relieve the teacher.

### **How should the students address me?**

- ▲ School protocol usually asks the students to refer to you by your last name preceded by your title: Mr., Ms., Mrs., Dr., etc... You should refer to teachers in the same manner. In many cases, Mr. John or Miss Mary is acceptable as well.

### **What if I run out of time before I complete all of the lessons?**

- ▲ If you find yourself running behind schedule, we recommend cutting out a small component for each remaining lesson, rather than missing all of the content from the final lesson.
- ▲ Unexpected interruptions or changes to the day can occur that result in you not getting to every lesson. Please still present the JA Student Certificates to the students prior to leaving, and give the remaining JA materials with the teacher so that he or she may complete the program at another time.

### **What if the lessons move quickly and I finish early?**

- ▲ For grades K-3, Junior Journals can provide supplementary material to absorb extra time. Do your best to stay on schedule, but if you think you may finish early, inform your teacher. Notifying them you might finish early will allow for a smoother transition to regular classroom activities after you have completed the program. When you are finished with your program, you are welcome to leave.

### **What should I do with my kit/materials when I finish teaching?**

- ▲ Invite your teacher to keep any materials he or she might find useful for the classroom. Gather the remaining supplies, repackage in kit, and leave the kit in the front office for Junior Achievement to collect.

### **What should I do if something goes wrong while I'm teaching?**

- ▲ Discipline and behavior management are the teacher's responsibility. Should you have difficulties with a student ask for the teacher to step in. JA staff stays at the school for several hours after the start of the day to ensure things are going smoothly. If needed, excuse yourself to the front office for assistance in locating us.

### **Some lessons in my guidebook require calculators, crayons, pencils, or markers for the students. Do I need to bring those materials?**

- ▲ No. The students or the teacher will have those materials available for use.

### **What school other resources can I expect to be available?**

- ▲ If you are teaching one of JAs Blended Model programs, JA staff has already confirmed that the classroom is equipped with Smart Board technology. Upon arrival, ask your teacher if it has touch screen capabilities or a clicker.
- ▲ Some JA programs refer to available optional Digital Assets; if the classroom is equipped with a Smart Board, you will have the ability to utilize these resources. The materials you received with your JA materials kit contains the needed login credentials.

## **Other FAQs**

### **How are the Pre/Post Tests administered?**

- ▲ Teachers are responsible for administering both tests to the students. JA staff will coordinate with the teachers to plan for this outside of your time with the students.

### **What are “Specials?” What should I do during Specials or Recess?**

- ▲ Specials include classes such as art, gym and music. Volunteers are welcome to attend specials and recess with their students, or they can use the time for a break or to review lessons. Feel free to return the designated meeting area during any breaks.

### **What should I do during a school emergency?**

- ▲ Schools have specific policies and procedures they must follow during emergency situations to ensure the safety of students, staff, and visitors.
- ▲ Should there be any kind of emergency at the school or in the surrounding area, follow your teachers lead and instruction as to school policies.

### **What should I do if I need to cancel due to an unforeseeable emergency?**

- ▲ The students are depending on you for their JA program. If you do have an emergency and cannot fulfill your commitment, it is critical that a replacement volunteer is identified. This can be someone from your company, or a friend or family member. Please notify your JA staff contact or Company Coordinator (if applicable) immediately.

### **How are Junior Achievement programs funded?**

- ▲ Our programs are free-of-charge to schools, teachers and students and are funded through donations from businesses, foundations and individuals. Please consider making a donation - ask your JA staff contact about the many different funding opportunities available to you and/or your organization.



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**I enjoyed my experience, how can I get involved in another JA program?**

- ▲ Junior Achievement programs happen throughout the school year and take place all throughout the greater Fairfield County region. Consider teaching a JA traditional class, which allows you to develop a deeper relationship with your students by delivering 5-10 weekly 45-minute lessons to a class. Your JA staff contact can provide information regarding specific opportunities in your area.

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