

Volunteer FAQs

Preparation

How much time will it take me to prepare for my JA lessons?

- ▲ After the training session, expect to spend approximately 45 minutes reviewing and preparing prior to each lesson. Being fully prepared for your lesson 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 can get you the missing item prior to your next scheduled lesson if given enough advance notice.

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.

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.

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 your teacher's classroom.

What do I do if one of us is sick or has a conflict arise?

- ▲ If you are unable to make your scheduled visit date, please call the school office and email the teacher as soon as you know. The teacher will have to fill the time that JA would have otherwise been in class – which takes time to plan.
- ▲ It is also a good idea to have a plan of how to handle JA if the teacher is not available. Discuss your expectations with your classroom teacher in the event he/she is sick.
- ▲ A JA volunteer – not the classroom teacher, must teach all sessions.

What if there are weather related issues?

- ▲ In the case of questionable weather, please be sure to check local media outlets or the school district website to see if there is a delayed opening or school closure. If teaching during the winter months, it is best to discuss with the teacher how you are to handle a delayed opening.

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.

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 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. If you continue to experience challenges with either the students or the teacher, please contact 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 for you to use.
- ▲ 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.



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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.

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 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.

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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