



## Visit Information

### Teacher's Pre-Simulation Checklist

As you prepare to bring your class to *JA BizTown*, use this checklist to assure that all necessary information and materials accompany you on the day of your visit.

- \_\_\_\_\_ 1. All completed business paperwork found in the BizPrep Packet. (Bring in the BizPrep envelope—one business envelope per business.) This required paperwork must include:
  - \_\_\_\_\_ Completed *JA BizTown* Business Costs Sheet (Please make sure the students **FIRST & LAST NAMES** are included with the account ##)
  - \_\_\_\_\_ Completed *JA BizTown* Business Loan Application
  - \_\_\_\_\_ Completed *JA BizTown* Newspaper Advertisement
  - \_\_\_\_\_ Completed *JA BizTown* Radio Advertisement
  - \_\_\_\_\_ Completed *JA BizTown* Web Page Advertisement
  - \_\_\_\_\_ Completed *JA BizTown* Philanthropy Pledge Sheet
- \_\_\_\_\_ 2. Student personal checkbooks. The following must be completed at school:
  - \_\_\_\_\_ First deposit ticket completed for use with first *JA BizTown* paycheck
  - \_\_\_\_\_ Name and account number written on the checkbook cover, on each personal check, and on each personal deposit ticket
  - \_\_\_\_\_ First deposit entry (net deposit) recorded in the checkbook register. Students will receive \$2.00 CASH from the Bank from first paycheck.
  - \_\_\_\_\_ First check, written for \$1.50 to open personal savings account.
  - \_\_\_\_\_ First check entry recorded in the checkbook register
- \_\_\_\_\_ 4. It is highly recommended that each student write a personal letter to be mailed during their *JA BizTown* visit. (JABT addresses are found in educator resources on website)
- \_\_\_\_\_ 5. Name tags prepared for each student (Student name, job title, and business name).



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- \_\_\_\_\_ 6. Newspaper articles (It is highly recommended that some newspaper articles be pre-written and downloaded onto a zip drive in WORD format to be uploaded on-site on the day of your visit.
  
- \_\_\_\_\_ 7. Copies of signed Parent/Guardian Consent Letters for the JA Area Office to keep as proof of permission for photography/videography.