



JA Finance Park®

Teacher Pre-Visit Checklist

Timely completion of these tasks listed below will ensure a smooth JA Finance Park visit for your students. Please call 563.884.4438 should you have any concerns or questions.

- _____ Arrange transportation for the JA Finance Park visit:
JA World, 116 West 2nd Street, Davenport IA
- _____ Send the Volunteer Introduction Letter home before you begin teaching the JA Finance Park program.
- _____ Email parents with volunteer link several weeks before onsite visit. You will need approximately 1 volunteer for every 6-8 students.
Teachers will be assigned to a business if there are not enough volunteers.
- _____ Send the Volunteer Confirmation letter home to those who will volunteer on the visit date.
Stress to volunteers the importance of arriving an hour early for the mandatory training.
- _____ Before beginning the program, you may wish to gather the following support materials to be used in the classroom:
 - Apartment want ads
 - Credit card samples
 - Menus
 - Newspaper sale fliers—grocery, furniture, clothing, etc.
 - Real estate fliers
 - Stock information(Optional: You want to have a financial planner come to talk.)
- _____ Volunteer Assignment Forms **MUST** be received via email 1 week before visit to JA Finance Park.
- _____ Remind students to bring a sack lunch the day of the visit.
Drinks will **NOT** be provided.

Each student must wear a name tag to JA Finance Park.