

Volunteer Information Volunteer Confirmation Letter

JA BizTown Volunteer Confirmation Letter

Dear Volunteer/Guardian:

Thank you for agreeing to attend the mandatory *JA BizTown* volunteer training session, as well as the 4½-hour on-site visit to the *JA BizTown* facility located at JA World in downtown Davenport.

The **mandatory volunteer training session** requires that you are inside the JA World facility **45 minutes prior to the students' arrival**.

JA BizTown Simulation takes place on:

_____ (*Date*)

Volunteer arrival:

_____ (*Time*)

The JA World facility is located at 116 West 2nd Street in downtown Davenport.

Volunteers are asked to use one of the public parking ramps which are both within one block of JA BizTown. The River Center Parking Ramp (2nd and Brady) and River Drive Parking Ramp (River Drive and Brady or Main) charge a fee for parking and it is between \$3-4. **JA World does not validate or reimburse for these charges.**

You have been assigned to volunteer in the: _____ (*Business Name*). At the training session, you will learn how this student-run business operates and what your role will be.

Thank you again for your willingness to volunteer your time to accompany our class in this exciting, educational, learning experience. We truly appreciate your assistance with our *JA BizTown* simulation, and we know that you will enjoy the entire experience.

We look forward to working with you at *JA BizTown*!

Sincerely,

(*Teacher's Signature*)