

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 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: _____ Student arrival time: _____

The JA World facility is located at 116 West 2nd Street in downtown Davenport. Volunteers can park at one of the public parking ramps which are both within one block of JA World; River Center Parking Ramp (2nd and Brady) or 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 you will learn how this student-run business operates and what your role will be.

Please complete the necessary signup volunteer process in 3 easy steps:

1. Click link below to sign up as a volunteer. Please complete on a computer or tablet. Use the JA Engage Resource Guide to assist you.
** This link is personalized each year, and will be emailed to you.
2. Use this link to sign your electronic forms
** This link will be emailed to you each year
3. Watch the 3 short volunteer videos on JA's local website
<https://jaheartland.org/jabiztown-volunteer-training/>

Thank you again for your willingness to volunteer your time to accompany our class in this exciting, educational, learning experience.

Sincerely,

(*Teacher's Signature*)