

School Information

Please Note: There is a fee for each student who participates in the program. See Page 2 for more information.

School Name: _____

Address: _____

City: _____ **Zip:** _____ **District:** _____

Principal: _____ **Bookkeeper:** _____

Phone: () _____ **Fax:** () _____ **School Hours:** _____

Estimated # of participating students in each grade: 4th: _____ 5th: _____ 6th: _____

We would like to request a **Double Day** visit *(There are a limited number of DD visits available; they are scheduled on a first-come, first-serve basis. DD visits are not available in May.)*

Please Note: To ensure a valuable experience for schools, JA BizTown can accommodate between 70 and 140 students during an on-site visit. We reserve the right to combine schools that have fewer than 70 participants into one on-site visit, and split schools that have more than 140 participants into two separate groups.

If you have fewer than 70 students, please answer the following:

We would prefer to share with _____

We would prefer to share with a school(s) selected by Junior Achievement.

Teacher Information

Contact Teacher	Home or Cell Phone	Email	Teacher has taught the JA BizTown program before.
_____	() _____	_____	<input type="checkbox"/>
All Grade-Level Teachers	Self-Contained/Subject Taught	Email	
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>

Important: All acceptance letters will be emailed to the contact teacher noted above. Please be sure to add janash.com to your approved senders list. **Teacher trainings will start in early August.** Sign up information will be included with your acceptance materials. Please sign your team up for the appropriate session(s) by August 1st, 2016:

- **New teachers** who have not taught JA BizTown before, are required to attend a new teacher training at the JA facility.
- **At least one returning teacher** is required to participate in a returning teacher consultation or workshop to receive program updates to the JA BizTown curriculum and simulation.

Scheduling Information

Visit Preference: We will make every attempt possible to schedule your visit at a time that is most convenient for your school. *Please note: If multiple schools ask for the same month, the date the application was received at Junior Achievement will be used to determine which schools are given their preference for their JA BizTown visit.*

Please list the 3 months that you would prefer your school to attend JA BizTown, starting with your first choice. If you would like to request specific dates for your visit, please do so in the Special Notes section below.

1. _____ 2. _____ 3. _____

Dates Unavailable: Below, please **mark out (place an X on)** all days when your students could **not** attend the program. *Be sure to include in-services, state testing, conferences, vacations, holidays, and Fall, Winter, Spring and/or Summer breaks.*

September	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
October	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
November	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
December	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
February	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			
March	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
April	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
May	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
June	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	

Special Notes: _____

Agreement

Please read the following agreement and sign on the lines designated for principal and contact teacher.

Junior Achievement will provide the following:

- One five-hour visit to JA BizTown. (Ten hours for Double Day.)
- Teacher and volunteer training sessions and materials.
- Classroom instructional materials for students and teachers.
- Materials for use during the on-site visit.
- Unlimited consultation.

Participating teachers agree to:

- Ensure all new teachers attend a mandatory training session at the JA BizTown facility.
- Ensure at least one returning teacher participates in a returning teacher workshop to remain current with curriculum revisions, program changes and innovations.
- Spend 4-6 weeks preparing students for their on-site visit using materials and activities provided by Junior Achievement.
- Arrange for student transportation.
- For each day's visit, recruit a minimum of **14** adult volunteers who will complete mandatory training (either at the JA facility or online) prior to your visit, and join you for the full five-hour visit to JA BizTown.

There is a **\$20 fee** for each student who participates in the JA BizTown Program. The fee is **\$32** for each student participating in the Double Day program. Fees are due **10 days** prior to the visit. Schools are held liable for the fee if cancellation occurs less than **60 days** prior to the visit. Refunds will not be made for students who participate in the classroom experience but are unable to attend the on-site visit. Schools are invoiced on the number of instructional material sets provided for each school.

Please return completed application to:

Junior Achievement
of Middle Tennessee
Attn: JA BizTown
120 Powell Place
Nashville, TN 37204

615.627.1205 (o)
615.627.1214 (f)

Principal's Signature: _____ **Date:** _____

Contact Teacher's Signature: _____ **Date:** _____