

Volunteer Basics

- Adult volunteers should be prepared for a busy day. Their presence and help is vital to the success of the students. The more volunteers – the better.
- JA Finance Park is a hands-on educational experience and the volunteers will work directly with the students throughout the day.
- Volunteers may be parents of the students, business-people in your community, or additional school staff.
- Volunteers will spend the day helping with basic math, keeping the students on task, and reminding students of the complex nature of making spending decisions.

Volunteer Recruitment: AG Edwards JA Finance Park works best with one adult volunteer per six students (effectively one volunteer per student group) in order to successfully run the park on visit days. Your school is responsible for securing adult volunteers. **Even though it is a busy day, let your volunteer pool know that they will enjoy the experience as well.**

Volunteer List: Teachers should track all parent volunteers and submit their name and contact information to our office at least 7 days prior to the visit day.

Volunteer Training: Training is required for all volunteers so that they can understand their role during the visit day. Volunteers can view an online presentation and read through a packet of material. Volunteers may also plan to arrive 45 minutes before the students on the visit day for an on-site training session.

To access the online volunteer training information, go to **<http://www.jamvi.org>**. On the JA Finance Park page there are links to the volunteer page which includes a slide show presentation and an information packet to download. Volunteers should access both.

Dress: Volunteers should dress comfortably and wear shoes appropriate for standing.

Parking: Volunteers may park anywhere in the Junior Achievement parking lot (except the bus spaces directly in front of building). There is no charge for parking and volunteers will enter the building through the main Junior Achievement entrance. The receptionist will direct the volunteers to A.G. Edwards JA Finance Park where they should check in with a member of our staff.

Lunch: Volunteers should bring a lunch on the student visit day, separate from their student's. Drinks will be provided for volunteers, but neither refrigeration nor microwave is available.