

### ***JA Our Community***

Most schools are peanut and nut free, therefore we ask you to review our safe candies list before bringing in food/candy for the children. Some safe candies are Skittles, Starburst fruit chews, Twizzlers, Smarties, Tootsie Rolls, Dum Dum Lollipops, and Rolos. If in doubt, please check with the teacher.

#### **All Grades:**

- **It is REQUIRED that all school volunteers sign in at their school's office.** Please note that some schools have buzzers at the entrance for additional security. Please just state that you are present to volunteer for Junior Achievement.
- It is a good idea to visit your school's website to become familiar with the building, teachers, and/or activities before your first visit.
- Make sure you know how to pronounce your teacher's name!
- If you wear a nametag at your place of business, it is a good idea to wear it to the school.
- There are different learning abilities between students. Discuss with your teacher how to adapt lessons to meet learning needs. Write any words the students may not understand on the board for them to see.
- Secure student roster from the teacher **BEFORE** your first visit. Use it to make table tents (for first visit) and certificates (for last visit). Ask the teacher to note any students that are addressed by a nickname.
- **ALWAYS ASK** the teacher to divide the class into groups for the activities. Teachers know which students work well together. Noting the "need to group students" prior to the beginning of the lesson is helpful to the teacher.
- Ask the teacher for a copy of the seating chart.
- Plan a graduation party at the last session. While gifts are optional, students appreciate food treats, pencils, or anything you bring. Be sure to bring the same treat for every student; choices become a headache. Ask the teacher if there are special circumstances (allergies, diabetic, etc.)
- Emphasize at each visit how you use math, spelling, reading, and language arts at work everyday.
- Ask your teacher if they feel it is a good idea to schedule your visits after recess or a break. This would give you a chance to hang the banner and posters while the students are out of the room.
- Encourage all students to give answers loudly and clearly enough for everyone to hear. Rephrasing their answers, not repeating them, is helpful. Thus, the student "owns" his/her answer.
- Encourage everyone to participate. Use phrases such as "Now we are going to..." rather than "Would everyone like to..." as you begin new activities.
- During your time in the classroom, please take the opportunity to demonstrate the basics of business etiquette. (Some examples include introducing others, making eye-contact, respectfully addressing others, punctuality, presentation skills, the importance of volunteering, etc.)

#### **Activity 1:**

- Have the students think of a job that starts with the first letter of their first name. Have a cheat sheet prepared so that you can help.
- The students like to know where you work and will have questions about you and your job.
- Please note that the poster is difficult for colorblind students.

**Activity 2:**

- Read the consultant guide's instructions on the perforated donut sheets. It is often difficult for the students to punch out the donuts. Consider assigning two students to punch out the donuts in the assembly line or adjusting the time allotments to give them more time.
- This activity can be very time-consuming so read instructions carefully.
- ALL students need to be able to participate in a group, or as an inspector.
- Ask the teacher to divide the class into groups of five. Assign half the groups to do unit production and the other half to do assembly line production.
- Stress to the students that they are NOT competing against each other, this activity is a demonstration.
- For unit production, ONE sheet of each of the materials should be placed in the middle of the table. Also, don't put the new donut sheet down until the first is completed.
- Ask the teacher to help write any key words on the board. This helps the activity move along more smoothly, and frees up time to get more done.

**Activity 3:**

- Separate the money and put into bundles before class.
- In the public school, have the classroom teacher wear the coordinating sticker. This may make the lesson more effective.

**Activity 4:**

- Have the students vote at their desk and instruct them not to look at their neighbors' ballots. After everyone has made their choice, ask the students to cast their vote by quietly placing their ballot in a box or jar.
- During this activity it will be helpful for you and the teacher to move around the room and work with each group. They may need help spelling words.
- Tally the votes on the board while a student is reading the votes.
- Give a positive reason for voting for each particular mayor.
- Check in advance that there is a tape player available for Activity 5. Some classrooms may only have a CD player in the room and will need to make arrangements for a tape player. If a tape player is not available, there is a downloadable version available online at [http://www.ja.org/programs/programs\\_lem\\_comnty.shtml](http://www.ja.org/programs/programs_lem_comnty.shtml). The MP3 file can be played from a computer with Internet access, or downloaded onto an MP3 player.

**Activity 5:**

- Feel free to play the tape more than once in case the students had a difficult time keeping up with it.
- Have the eight students sit in a circle on the floor where everyone else can see them.
- If time allows, you may want to have more than one group participate in the song, so no feelings are hurt. Having more than one quarter and group demonstrate the flow of money to the lyrics of the tape at the same time could help accomplish this.