

## *JA in a Day Tips for Volunteers*

- Contact your teacher prior to your JA in a Day visit to communicate about the students and classroom. Some information you may request is class size, classroom management techniques, and student characteristics.
- Read over all of the lessons in the “Guide for Volunteers and Teachers.” Highlight and make notes in the guide, prior to the scheduled JA in a Day to assist you when teaching. The guidebook is written with the traditional JA delivery model in mind; 5 times, once a week over the course of five weeks. In a JAID experience volunteers will be teaching all five lessons back to back, in succession.
- Separate and organize all of the materials in your kit before the scheduled JA in a Day. It is extremely important to spend as little time as possible organizing the kit while you are in front of students.
- You may “skip” the initial review at the start of lessons two through five.
- To keep students engaged, keep lectures 5-10 minutes, encourage movement during the hands-on activities. Getting students up and out of their seats will keep their interest. Encourage questions and occasionally call on students who have not raised their hand.
- Discuss breaks with the teacher that will work with your lessons and the students’ schedule.
- Encourage teacher participation! They are your best resource for classroom management, reinforcing concepts and skills, putting students into groups and keeping discussion on track.
- Remember the students want to learn about you too. Relate the JA lessons you are sharing with the students to your own experiences. Remember to keep this time to a minimum in order to keep the students engaged.
- In order to cover 5 activities you may need to shorten some of the sessions, covering the main concepts and skills.
- If you have any questions or concerns, please call the Junior Achievement Office at 260-484-2543.
- **Have fun and thank you for taking time to empower young people to own their economic success!**