Steps for a Successful JA in a Day

Pre-event Details

Please complete the following steps prior to your visit:

1. **Contact your teaching partner** (if applicable) as soon as possible.
   a. Partner’s email address is listed in your confirmation email from JA staff.

2. **Schedule a time with partner to review curriculum and study JA program lessons**
   a. PLEASE NOTE – prep work is needed prior to your teaching day
   b. IMPORTANT! - DO NOT wait until the night before the event to prepare

3. **Determine delivery of each lesson and/or activity** - Will any lessons be taught as a team?
   a. If not teaching the lesson, how will partner support primary lead?
   b. Ideal lesson delivery is to alternate between partners.
   c. Both partners should review all lessons to understand lesson objectives and activity facilitation.
   d. Determine who is responsible for bringing the kit materials to the event.

4. **Organize lesson activities** - identify all material needed for each lesson
   a. Any activity cards, game cards, money, items with perforated edges will need to be separated in advance.
   b. Best practice – place lesson material in manila folder, labeling lesson number.

5. **Contact the classroom teacher**
   a. Teacher’s email address is listed in your confirmation email from JA staff.
   b. Use the teacher email template – link listed in your confirmation email from JA staff
   c. Identify who will be emailing classroom teacher – copy teaching partner(s) on email communication.
   d. IMPORTANT! - Inform JA staff if teacher does not respond within 24-48 hours before JA event.

6. **Know where you are going!** – refer to your confirmation email for details

Day-of Event Details

- **Business Casual** - No jeans please; comfortable shoes recommended.
  o Company logo attire is acceptable; please check your company policy.

Thank you for supporting Junior Achievement of the Upper Midwest!