

## 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.
  - Company logo attire is acceptable; please check your company policy.

**Thank you for supporting Junior Achievement of the Upper Midwest!**