



**Junior Achievement®**

**Junior Achievement of Middle Tennessee USE ONLY**

Date Received \_\_\_\_\_

JA BizTown™ Date \_\_\_\_\_

## JA BIZTOWN™ APPLICATION

**NOTE:** There is a fee for each student who participates in the program. See page 2 for more information.

School \_\_\_\_\_ **School Year: 2009 to 2010**

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ District \_\_\_\_\_

Principal \_\_\_\_\_ Bookkeeper \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ School Hours \_\_\_\_\_

Check here to request Double Day.     Check here to request Grade Combo.

*There are only a limited number of double days available.*

Estimated number of participating students in each grade: 4<sup>th</sup> \_\_\_\_\_ 5<sup>th</sup> \_\_\_\_\_ 6<sup>th</sup> \_\_\_\_\_

**NOTE:** An adequate number of students are necessary for a successful JA BizTown experience. We reserve the right to partner schools for the on-site visit.

**If you have less than 70 students who will be participating, please answer the following:**

- We prefer to share with \_\_\_\_\_. (Total students must not exceed 120.)
- We prefer to share with a school(s) selected by Junior Achievement.

## TEACHER INFORMATION

Contact Teacher	Home &/or Cell Phone	E-mail	Check here if you've taught the JA BizTown program before?
_____	(____) _____	_____	<input type="checkbox"/>
<b>Other Teachers</b>			
_____	(____) _____	_____	<input type="checkbox"/>
_____	(____) _____	_____	<input type="checkbox"/>
_____	(____) _____	_____	<input type="checkbox"/>
_____	(____) _____	_____	<input type="checkbox"/>
_____	(____) _____	_____	<input type="checkbox"/>
_____	(____) _____	_____	<input type="checkbox"/>
_____	(____) _____	_____	<input type="checkbox"/>

# SCHEDULING INFORMATION

**Dates Unavailable:** Below, please **mark out (place an X)** on all days when your students could **NOT** attend the program. Be sure to include in-services, state testing, conferences, vacations, holidays, and when school is on Fall, Winter, Spring, or Summer break.

September	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
October	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
November	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
December	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19
January	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
February	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
March	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
April	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
June	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

**Date Preference:** We will make every attempt possible to schedule your visit at a time that is most convenient for your school. *Please note: If multiple schools ask for the same month, the date the application was RECEIVED at Junior Achievement will be used to determine which schools are given their preference for their JA BizTown visit.*

**Please list the three months that you would prefer your school to attend for the visit, starting with your first choice.**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Special Notes: \_\_\_\_\_  
 \_\_\_\_\_

## AGREEMENT

Please read the following agreement and sign on the lines designated for principal and contact teacher.

Junior Achievement will provide the following:

- ◆ One five hour visit to JA BizTown. (Ten hours for Double Day.)
- ◆ Teacher and volunteer training sessions and materials.
- ◆ Classroom instructional materials for students and teachers.
- ◆ Materials for use during the on-site visit.
- ◆ Unlimited consultation.

Participating teachers agree to:

- ◆ Attend a mandatory training session for all new teachers.
- ◆ Attend a mandatory teacher workshop for returning teachers to remain current with program changes and innovations.
- ◆ Spend 4-6 weeks preparing students for their on-site visit using materials and activities provided by Junior Achievement.
- ◆ Arrange for student transportation.
- ◆ For each day's visit, recruit 14 adult volunteers who will attend a mandatory training session prior to your visit and join you for your 5 hour visit to JA BizTown.

There is a \$15 fee for each student who participates in the JA BizTown program. (The per student fee for private schools is \$20.) Fees are due 10 days before the visit. Schools are held liable for the fee if cancellation occurs less than 60 days prior to the visit. Refunds will not be made for students who participate in the classroom experience but are unable to attend the on-site visit. Schools are invoiced on the number of instructional material sets provided for each school.

**Please Return Completed Application To:**  
 Junior Achievement  
 120 Powell Place  
 Nashville, TN 37204  
 (615) 627-1194  
 FAX: (615) 627-1214

**Principal's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Contact teacher's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Important:**

Below, please indicate the address to which you would like your acceptance letter sent. Acceptance letters will be mailed in July. Since teacher trainings will start in mid-August, you may wish to consider having the acceptance letter mailed to the home address of the contact teacher, principal, or someone else who will be responsible for contacting all members of the team to schedule and submit a sign-up form for teacher training/workshops.

Please note that all new teachers will be required to attend a new teacher training session. However, this year we will return to our previous policy for returning teacher workshops in which only one member of the team will be required to attend for receipt of the latest revisions/updates. Other members are welcome to attend if desired.

**Please send our school's acceptance letter to the following address:**

**School**

(Use the address above. Someone will be available to check and respond to our mail over the summer.)

**Home**

Recipient's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_