

**Please Note:** There is a fee for each student who participates in the program. See Page 2 for more information.

**School Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **District:** \_\_\_\_\_

**Principal:** \_\_\_\_\_ **Bookkeeper:** \_\_\_\_\_

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

- We would like to request a **Double Day**.  
*There are a limited number of Double Days available.*
- We would like to request a **Grade Combo**.

**Estimated # of participating students in each grade:** 4th: \_\_\_\_\_ 5th: \_\_\_\_\_ 6th: \_\_\_\_\_

**Please 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 would prefer to share with \_\_\_\_\_ .(Total students must not exceed 135.)

We would prefer to share with a school(s) selected by Junior Achievement.

### Teacher Information

Contact Teacher	Home &/or Cell Phone	Email	Teacher has 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"/>

**Important:** Below, please indicate the address to which you would like your application 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. Each school *must* send a returning teacher to receive 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 mail over the summer.)

**Home**

**Recipient's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

# Scheduling Information

**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 3 months that you would prefer your school to attend JA BizTown, starting with your first choice.**

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

**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 Fall, Winter, Spring and/or Summer breaks.*

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	20	21	22	23	24	25	26	27	28	29	30	31
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	29		
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	

**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 all 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 five-hour visit to JA BizTown.

There is a **\$20 fee** for each student who participates in the JA BizTown Program. The fee is **\$32** for each student participating in Double Day program. Fees are due **10 days** prior to 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  
of Middle Tennessee  
120 Powell Place  
Nashville, TN 37204

615.627.1194 (o)  
615.627.1214 (f)

**Principal's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact Teacher's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_