

Helpful Tips for Volunteers

1. **Contact you teacher right away.** Call or Email him/her to introduce yourself as their JA Volunteer, set up your observation visit, and your first classroom visit.
2. **Observation Visit**
 - a. Find out where to park
 - b. Figure out the “check-in” procedure
 - c. Find your teacher’s classroom
 - d. Take a moment to get “comfortable” in the classroom
 - i. Where is the whiteboard?
 - ii. Are there magnets/tape you can use to hang posters?
 - iii. Ask the teach if all the students have access to crayons/pencils/markers (if your program involves coloring activities)
3. **In the days prior to your first visit**
 - a. Read the “first session” portion of your volunteer manual
 - b. Locate all materials needed for your first session
 - c. Consider only bringing with you the materials needed in the first session as to not confuse yourself with an overwhelming amount of material.
4. **On the day of your first visit**
 - a. BREATHE
 - b. If you mess up or skip a portion of the lesson by mistake, DON’T WORRY! By you being there and taking the time out of your busy schedule YOU ARE ALREADY MAKING A DIFFERENCE IN THIS STUDENTS LIFE.
 - c. **HAVE FUN!!!!!!!!!!!!!!!!!!!!**

“ I love teaching the kids Junior Achievement. At first I thought this might be hard and a lot of work with balancing work and home, but it is not at all. The material you receive is really awesome and the lesson plans walk you right through teaching the JA class. You can adapt it to your style and have fun with it too. The kids get so excited when they see you come into their class and my 2nd grade students are such little sponges. For me teaching JA is so fun and rewarding. As a JA teacher I feel like I am making a difference. It is all about the kids!
Shelley Goldbach - Wells Fargo ”

