

TEACHER PRE-SIMULATION CHECKLIST

As you prepare to bring your class to JA BizTown, use this checklist to assure that all necessary information and materials accompany you on the day of your visit.

- 1) Students First and Last Names are entered into the Job Role and Volunteer Model (Google Sheet). Share with Betsy – betsy.belman@ja.org and Melissa – melissa.rebro@ja.org at least a week prior to your simulation date.

- 2) BizPrep Packet Paperwork is Completed
 - _____ Cost Sheet has FIRST and LAST names and names are on the correct line.
 - _____ Business Loan Application
 - _____ Promissory Note
 - _____ Edwards Creative Advertisement
 - _____ Quad City Times Radio Advertisement
 - _____ Philanthropy Pledge Sheet

- 3) Student Letters – These go in each businesses BizPrep Packet according to the student that wrote the letter. The envelope should be addressed with the receiving students first and last name, business name, and business address (found on the back of this page)

- 4) Names Tags (optional) for each student.

- 5) Signed Parent/Guardian Consent Letters

- 6) Absent Student Form