



## Volunteer “Shop Placement” letter

Dear Volunteer/Guardian:

Thank you for volunteering for your school’s *JA BizTown* visit. To train for your volunteer assignment, please watch the 3 training videos on the Junior Achievement website and arrive 45 minutes early at the *JA BizTown* facility for training.

On the day of your JA visit, please:

- Wear comfortable clothing and shoes.
- Arrange for childcare (We cannot accommodate young children).
- Plan to arrive 45 minutes before students on the day of the visit.

You have been assigned to volunteer in the: \_\_\_\_\_ (*Business Name*). At the training session, you will learn how this student-run business operates and what your role will be.

Thank you again for your willingness to volunteer your time to accompany our class in this exciting, educational, learning experience. We truly appreciate your assistance with our *JA BizTown* simulation, and we know that you will enjoy the entire experience.

We look forward to working with you at *JA BizTown*!

Sincerely,

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(*Teacher’s Signature*)