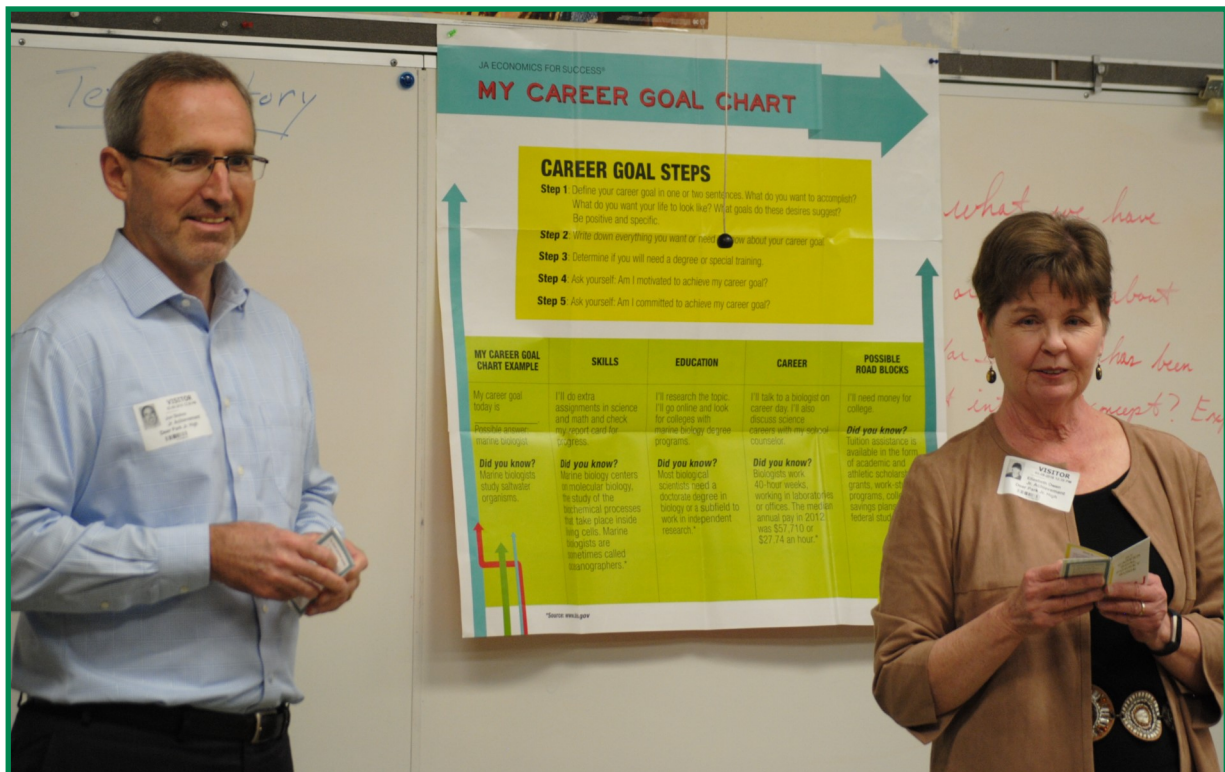


Welcome!

You are now part of a network of 12,000 local volunteers who are inspiring amazing potential in the young people of Southeast Texas! We would like to thank you for your commitment for serving as a **JA Volunteer Coordinator!**

We hope that you will find this toolkit beneficial as you share your talent and perspectives with students, making education relevant. You and the volunteers you recruit are helping students be **100% ready for their futures!**



Contents

What and Why of JA.....	3
What is a JA Volunteer Coordinator?	4
JA Volunteer Coordinator Tips.....	5
Recruiting Ideas and Best Practices	8
Timeline and Checklist	11
Who’s Who at JA	13






Resources

DocuSign	15
JA Engage	16
Sample Emails.....	17
Sample Flyers.....	21
Resources and Links	27
Program Descriptions	31

The entire content of this tool kit can be found on the JA of Southeast Texas website at www.jahouston.org.

What is JA?

Junior Achievement (JA) is the world's largest organization dedicated to educating students about **workforce readiness**, **entrepreneurship** and **financial literacy** through experiential, hands-on programs. JA's unique approach allows volunteers from the community to deliver curriculum while sharing their experiences with students. **JA's mission is to inspire and prepare young people to succeed in a global economy.**

<p>65% </p> <p>of all jobs in the economy will require postsecondary education and training beyond high school.</p> <p> 35% of all job openings require at least a bachelor's degree.</p>	<p>ONLY 25% OF JOB SEEKERS REPORT RECEIVING ANY "CAREER PATHING" EXPLORATION OR ADVISORY SUPPORT WHILE IN HIGH SCHOOL</p>  <p>MORE THAN HALF of high schoolers report that no one was advising them on career options</p> 	<p>3.7 MILLION JOBS are unfilled due to a lack of relevant knowledge and skills in the workforce</p> 
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Why Volunteer for JA?

Volunteers embody the heart of JA, **bringing a message of inspiration to students and empowering them to make connections between what they learn in school and how it can be applied in the real world.** Our volunteer delivered programs help students understand the importance of staying in school, expose them to different career paths in multiple industries, and provide opportunities for development of transferable soft skills, as well as providing practical tools to facilitate their future success in a global economy.

As a JA volunteer you can help lay the foundation for K-12 students to succeed in a global economy, expand their vision for the future, and make a difference where it really counts!

What is a JA Coordinator?

A JA Volunteer Coordinator is the link between recruited JA volunteers and the JA programs at work. The JA Volunteer Coordinator represents their organization by aligning the goals of their employee volunteer efforts.

Your role includes organizing, while informing your volunteers on:

- Informational meetings
- Volunteer opportunities
- Training sessions
- Day of volunteering logistics

Communication between you and your JA staff member is critical to the success of this partnership. Your JA staff member is the one you will contact if you need any help at all!



Roles & Responsibilities

Corporate Volunteer Coordinator

Meet with your local JA program staff

- Communicate your volunteer or class goal
- Learn and discuss existing volunteer opportunities and/or new
- Discuss the company's preferred means of implementation (JA in a Day or Traditional)
- Determine training dates, times, and location (All new volunteers must attend training)

Recruiter – educate and engage employees to become involved as a JA volunteer

- Schedule an informative session (breakfast/lunch)
- Flyers/posters distributed in prominent areas
- Reach out to past volunteers to help your recruiting efforts

Motivator – inspire potential and existing volunteers to support the JA mission

- Notify volunteers of training date and time
- Send reminders to volunteers one week prior to event and again 2 days prior
- Have past volunteers share their experience
- Encourage volunteers to work together preparing materials if team teaching

Recognition – don't forget to say thank you

- Provide volunteers with certificates
- Publish the volunteers accomplishments in company newsletter or website
- Host a volunteer appreciation event

Liaison to Business – communicate the needs know information effectively with volunteers

- All new volunteers must complete a Volunteer Registration Form, Volunteer Conduct Form, and Social Media Form
- All returning volunteers must complete a Volunteer Conduct and Social Media Form
- Keep JA staff informed of the recruiting status
- Keep JA Board Member informed of progress
- Inform JA staff of any issues

Support – provide all information and answer questions for all company volunteers.

- Provide volunteers links to volunteer videos (see resources page)
- Be available to encourage and answer questions for the volunteers

Information Source – understand the process and programs that JA offers to the students.

- Feel free to escalate to JA staff liaison

Roles & Responsibilities

Parent Volunteer Coordinator

Meet with your local JA program staff

- Communicate your volunteer or class goal.
- Learn and discuss existing volunteer opportunities and/or new volunteer opportunities
- Discuss the schools preferred means of implementation (JA in a Day or Traditional)
- Determine training dates, times, and location (All new volunteers must attend training)

Recruiter – educate and engage parents to become involved as a JA volunteer

- Engage parent volunteers at PTO meetings
- Schedule an Information Session (breakfast/lunch)
- Flyers/posters distributed in prominent areas
- Reach out to past parent volunteers to help your recruiting efforts
- Your local JA staff member is available to provide ideas to help generate involvement within your school/parents

Motivator – inspire potential and existing parent volunteers to support the JA mission

- Notify volunteers of training date and time
- Send reminders to volunteers one week prior to event and again 2 days prior
- Have past parent volunteers share their experience to encourage and find new volunteers
- Encourage volunteers to work together preparing materials if team teaching

Recognition – don't forget to say thank you

- Provide volunteers with certificates
- Publish the volunteers accomplishments in school newsletter or website
- Host a parent volunteer appreciation event
- Display a wall of recognition in the school for parent volunteers

Liaison to school – communicate the needs know information effectively with volunteers

- All new volunteers must complete a Volunteer Registration Form, Volunteer Conduct Form, and Social Media Form
- All returning volunteers must complete a Volunteer Conduct and Social Media Form
- Keep JA staff informed of the recruiting status
- Inform JA staff of any issues

Support – provide all information and answer questions for all parent volunteers.

- Provide volunteers links to volunteer videos (see resources page)
- Be available to encourage and answer questions for the parent volunteers

Information Source – understand the process and programs that JA offers to the students.

- Feel free to escalate to JA staff liaison

Roles & Responsibilities

High School Coordinator

Meet with your local JA program staff

- Communicate your volunteer goal
- Determine volunteer opportunities for your group
- Discuss the school's preferred means of implementation (*JA What a Difference a Day Makes* which is a one day commitment by the high school students or Traditional where the high school students make multiple visits)
- Determine training dates, times, and location (All new volunteers must attend training)

High School Volunteer Coordinator Preparation

- Approve student participation for field trip with school administration
 - ⇒ Secure date chosen for event with school administration
 - ⇒ Secure scheduling and funding of buses to and from elementary/middle campus
- Recruit students to participate
 - ⇒ Schedule date for formal training and material delivery with JA staff
 - ⇒ Assign groups of 2-3 student volunteers and classes at elementary/middle campus
- Encourage and assist students to review JA materials
- Acquire necessary permission slips from all participating students/parents
- Organize lunch plans, with arrangements made ahead of time
 - ⇒ Sometimes the elementary/middle campus will allow high school students to eat at school cafeteria with ID, especially students on free/reduced lunch plan

Day of Event

- Ensure all students are present and aboard bus to arrive at elementary/middle campus at scheduled time
- Ensure all students have their JA materials/kit
- Chaperone students through the entire event at the elementary/middle campus



Encourage your students to apply for a JA Scholarship! Students become eligible by either participating as a student in a JA Program while in high school or by participating in *JA What a Difference a Day Makes*.

Scholarship information is typically available in January and can be found at www.jahouston.org

Formulating a Recruitment Strategy

MAKE IT FUN! - Start by having a plan

What will you do to engage previous volunteers?

- JA can provide you with a list of previous volunteers along with their email addresses
- Have the highest ranking officer or leader to provide a letter to encourage past volunteers. This ensures the email will be read by recipients.
- Make sure your past volunteers are aware far in advance of recruitment so they can be networking with other potential volunteer about JA

Recruitment is most effective when:

- Create a volunteer “Kick-Off” event which will engage and recruit members/volunteers
- Invitations come from upper management and an RSVP is required
- Incorporate upper management and returning volunteers in program
- At least 3-4 weeks notice of recruitment event is given
- Reminder calls or e-mails are sent out a day or two before event
- Use social media to connect volunteers and promote JA
- Encourage employees to bring friends/relatives as volunteers and possibly include a prize incentive
- Establish good communication and always follow-up
- Share JA videos on company portals, screens, intranet, new employee engagement, etc.
- Capture teacher, student and volunteer quotes and share in the company / school newsletter
- Create a leadership group whose function is to recruit new volunteers
- Include JA as a resource in the corporate / school volunteer opportunity list

Additional Tips:

- Host a year-end volunteer recognition lunch for volunteers and to show your appreciation
- Use it as a tool to allow retired employees an opportunity to stay engaged
- When pairing volunteers, it is always advantageous to pair new volunteers with veteran volunteers



Your JA Liaison will be happy to help you formulate more ideas for recruitment!

Best Practices

Each year we host our JA Volunteer Coordinator's Luncheon. This luncheon gives us a chance to share what might be new programmatically or with our processes, but most importantly, gives our JA Volunteer Coordinators a chance to share their best practices with one another. The information below are notes from previous meetings.

What will you do to engage previous volunteers?

- Have the company president, board members, managers, and principals send out emails/communication, provide a letter to encourage volunteers, host a recruitment breakfast, and give a speech regarding support of JA
- Use social media and newsletters to connect with volunteers and promote JA. Include JA as a resource in our volunteer opportunity list place. Share JA videos on company portals, screens, intranet, school marquee boards, PTO meetings, new employee engagement, etc.
- Capture teacher, student and volunteer quotes and share in the company newsletter (Vopak)
- Create a volunteer "Kick-Off" event (ice cream social) which will engage and recruit members/volunteers for the JA volunteer opportunities. (Halliburton)
- Provide lunch & learn to provide information, volunteer training, and survey/feedback session
- Host a year-end volunteer recognition lunch for volunteers and give an appreciation gifts (gift cards/t-shirts) and certificate (Forum Energy)
- Use it as a tool to allow retired employees an opportunity to stay engaged
- Make sure your past volunteers are aware far in advance of recruitment so they can be networking with other employees about JA

How can you empower returning volunteers to recruit new volunteers?

- Host an ice cream social or recruitment event to attract new volunteers and to talk about JA
- Create a leadership group whose function is to recruit new volunteers (Woodforest National Bank)
- Encourage employees to bring their friends/relatives as volunteers (one new person each year) include a prize incentive
- Provide JA Video, personal experience testimonies, reward & recognition ceremonies (Vopak)
- Establish good communication and always follow-up (CenterPoint Energy)
- Put JA advertisements/videos on the screens in elevators or TVs around office, posters in the lobby/cubicles about participation to generate interest (Bechtel)
- Provide Jr. Mint candy boxes logoed with JA in bowls on their desks to trigger conversations about their JA experience
- Have previous volunteers/ retired employees an opportunity to stay engaged by sharing their personal experience/ testimonials with new volunteers
- Inner office media -Use your Communications Department to send an email through your company leader's email address that way the email comes from the leader/boss and is more likely to be read (Comerica Bank)
- Pair new volunteers with veteran volunteers

Best Practices

What creative ways have you shared the impact of Junior Achievement?

- Award special “bucks” or incentives for those that share their impact stories
- Earn tickets through volunteering for major prize drawings
- Share teacher testimonials, quotes from volunteers, and number of students impacted
- Promote the JA website/Inner office media (Forum Energy)
- Host volunteer recognition events/training at JA offices (WoodForest Bank)
- Pitch the programs to new hires (i.e. will teach them better presentation skills)
- Promote JA through internal competitions with the Bowl-a-Thon then highlight the participants skills in the company newsletter (LyondellBasell)
- Create brochure of thank you notes and quotes from students

How do you build support through JA volunteering?

- Executive support to encourage volunteers. Ask managers to help encourage volunteering, reward employee volunteers (take off the rest of the day if work is caught up), and provide small trainings. (Halliburton)
- Make a big deal out of their participation. Have management send thank-you notes to the volunteers, host award ceremonies, give out certificates, etc. (WoodForest Bank)
- Host a JA luncheon/award ceremony to recruit volunteers and spread the message (CBI)
- Diversify your volunteer base, leverage a facility for job shadows, earn HOA seat from volunteering (Centerpoint)
- Bowl-a-thons are so much fun and best company event, have employees take time to share their work experience at meetings, tap into leadership to support volunteering. (Burnett Specialties)
- Have a guest speaker to talk about the impact of volunteering/being a student who received JA
- Have the CEO of the company or another prominent company member on the JA Board
- Use JA as an opportunity to encourage team building
- Send mass emails from company leadership with current information on JA in weekly newsletters

What are your best practices?

- Host JA Job Shadow events to bring the kids to us (Microsoft)
- Volunteer at JA Finance Park
- Organize team building days (like job shadows) for craft workers/hourly workers
- Media Department creates promotional items to encourage volunteering
- Scheduling JA Days to work with the bank schedule and with plenty of time for recruitment and training (WoodForest Bank)
- Create “Whole School” partnerships (ExxonMobil)
- Focus on STEM with programming to gain higher management support (Chevron Phillips Chemical)
- Participate in “JA in a Day” events
- Impress on employees how teaching JA helps their presentation and leadership skills (CBI)
- Focus on recruiting Young Professional Groups/Young Professional Development Committees/New Hire Groups/Interns

Fall Timeline

When	What
Late August	Communication out to candidates for fall recruitment
September	Recruitment event for fall volunteers – lunch and learn, ice cream social, etc
2 weeks prior	Plan/set training dates for fall volunteers
At least 1 week prior	Hold training for fall volunteers
At minimum 4 weeks prior	Dates set for JA in a Day 2 months prior to event
By October	Traditional volunteers should start teaching by.... 6-7 weeks prior to winter break
By December 20th	All fall classes should be finished by winter break
By December 20th	Class completion forms should be sent to JA staff
December	Send out thank you to all fall volunteers

Spring Timeline

When	What
December	Communication out to candidates for spring recruitment
January	Recruitment event for spring volunteers – lunch and learn, ice cream social, etc.
2 weeks prior	Plan/set training dates for Spring volunteers
At least 1 week prior	Hold training for Spring volunteers
At minimum 4 weeks prior	Date set for JA in a Day 2 months prior to event
By February	Traditional volunteers start teaching by... 6-7 weeks prior to the school year ending
May	All Spring classes finished before school is out
May	Class completion forms should be sent to JA staff
May	Send out Thank you to Spring volunteers

Checklist for JA Volunteer Coordinator

WHAT	WHEN	DATE
Schedule a date and time to meet with JA Staff	August	
Receive school and number of classroom information from JA staff	As soon as we get them preferably 1 month in advance	
Schedule a date(s) and time(s) for volunteer training	2 weeks prior to event	
Send out recruiting invitation and track responses	As soon as possible preferably 1 month in advance	
Send volunteer list to JA staff (include contact information)	2 weeks prior to event	
Coordinate Distribution of JA kits for returning volunteers	2 weeks prior event	
If doing JA in a Day – Send reminder of JA Day to volunteers	1 week prior to event	
Send reminder of JA Days to volunteers	2 days prior to event	
Send class completion forms to JA staff	2-3 days after event	
Recognize the volunteers for making a difference in a student's life	2-3 days after event	

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Junior
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Resources

Junior Achievement & DocuSign

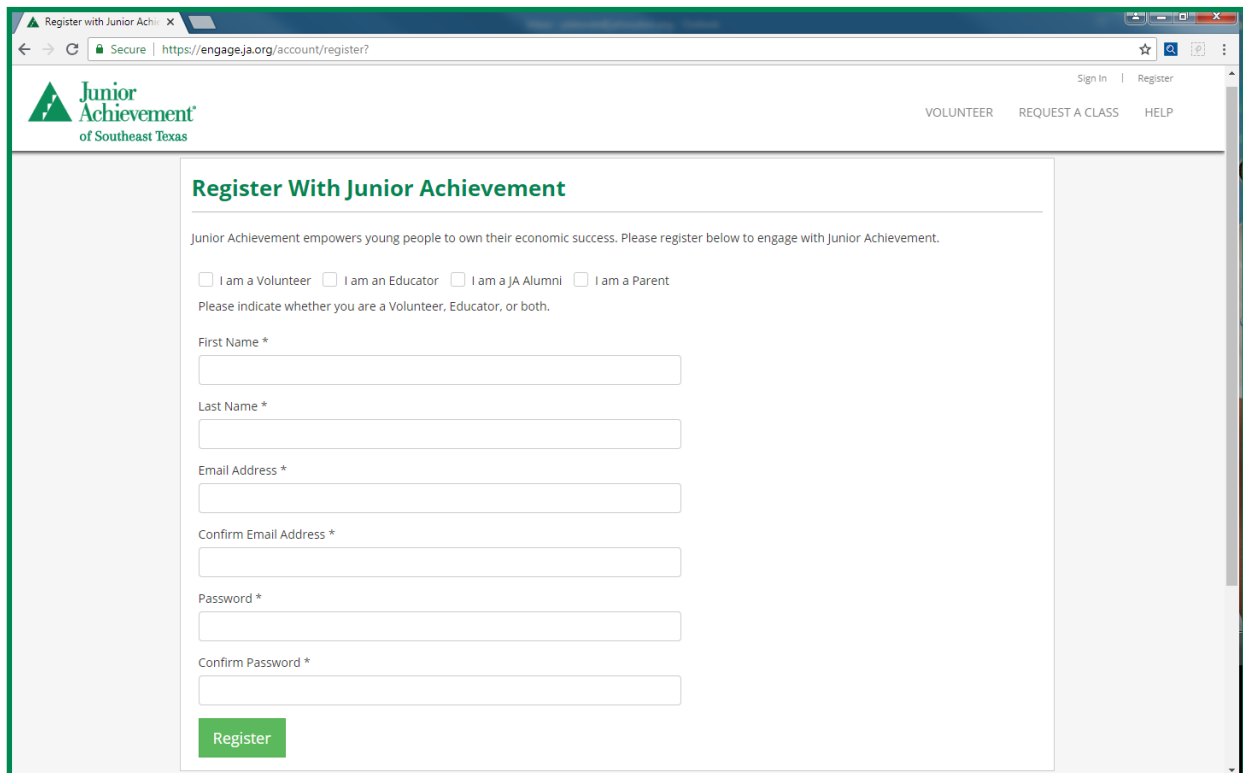
Junior Achievement of Southeast Texas is pleased to use DocuSign for all of our Volunteer Registration Forms, Conduct & Social Media Forms (for returning volunteers), and Class Completion Forms. Using DocuSign has proven to be a fast and effective way to collect volunteer information and we thoroughly encourage all company and school volunteer coordinators to utilize it going forward.

For any additional questions about DocuSign forms, reach out to your JA representative.

JA Engage Online Volunteer Registration

The following screen image will guide you through the easy registration in our new interactive system, JA Engage. After we have processed your registration (may take 24 hours), you will be able to access and edit your profile, address, and gift information. If you are a classroom volunteer, you will be able to view, request, and verify classes.

<https://engage.ja.org/>



The screenshot shows a web browser window with the URL <https://engage.ja.org/account/register?>. The page header includes the Junior Achievement of Southeast Texas logo and navigation links for VOLUNTEER, REQUEST A CLASS, and HELP. The main content area is titled "Register With Junior Achievement" and contains the following text: "Junior Achievement empowers young people to own their economic success. Please register below to engage with Junior Achievement." Below this text are four radio button options: "I am a Volunteer", "I am an Educator", "I am a JA Alumni", and "I am a Parent". A note states: "Please indicate whether you are a Volunteer, Educator, or both." The form includes input fields for "First Name *", "Last Name *", "Email Address *", "Confirm Email Address *", "Password *", and "Confirm Password *". A green "Register" button is located at the bottom of the form.



THANK YOU for going through this process and proactively managing your information! We appreciate your partnership and commitment to empowering the future for students in our communities.

Sample Organization Emails

Sample Company Email 1

To:

From:

Re: Junior Achievement: Making a Difference

We are fortunate enough to work for a company that sees the value in our youth and the difference we can make by just investing our time. Here at (company name), we want the community around us to know they have our support. Bringing awareness to the community by way of volunteering builds a relationship that can be beneficial to all parties involved. Imagine volunteering in a classroom where your career is the dream job for some student. How special would that be?

This is an opportunity for us to come together and help motivate a generation of kids as a company standing on the principles of making a difference. We have a chance to give the one thing that is not promised which is time. Choose to be an example amongst your peers by taking the initiative to empower a child. If you still need convincing, take a look at some of the reasons, you should consider being a volunteer.

- Volunteering with JA can improve your presentation skills
- Volunteering boosts moral and builds comradery
- Volunteering gives you the opportunity to connect with your community
- Volunteering sets a good example for others around you

Sincerely,

<Your Name>

Sample Company Email 2

Hello All,

Have you been wanting the opportunity to volunteer but cannot find the time? Perhaps you are concerned if your company will support your passion and desire to make a difference. Well due to our (company name) understanding the importance of volunteering, we have joined hands with Junior Achievement to give back to the community. Often times, we dive so deep into our work lives that we forget what we do and why we do it, can actually inspire the next generation. We are in a position to create a day of empowerment for a group of student's right in this community.

These moments of impact will last a lifetime and give you and your peers more reason to be proud of the company you work for and the people you work with. Be the difference in a child's life by making the step to volunteer and be the example this company and community needs to inspire greatness. Look below at a few of the benefits from volunteering.

- Volunteering allows you to meet new people within your company with like minds
- Volunteering can also create new and exciting opportunities
- Volunteering with JA can improve your presentation, time management & organization skills
- Volunteering boosts moral and builds comradery
- Volunteering gives you the opportunity to connect with your community
- Volunteering sets a good example for others around you
- Volunteering helps to get all departments involved for a day of impact
- Volunteering allows you to show your company you stand with them

Questions?

Contact **[your name here]**.

We look forward to seeing you in the classroom!

Sample Company Email 3

To:
From:
Re: *Volunteers Needed for Junior Achievement*

All employees of _____ have the opportunity to participate in Junior Achievement this semester. For those of you not familiar with JA, it is the largest organization dedicated to giving young people the knowledge and skills they need to own their economic success, plan for their futures, and make smart academic and economic choices.

Some of the benefits of becoming a JA volunteer include:

Making a Difference

Uncovering hidden skills and talents

Improving presentations skills

Improving time management skills

Increasing your self-confidence

Connecting with your community

Volunteers will teach the JA Classes on **Friday, October 20th**. You will be trained and supported throughout the experience. All materials, lesson plans and activities are provided.

Training for volunteers will be available on **Wednesday, October 4th at 9:00 a.m. and 2:30 p.m.** at _____. If you have volunteered in the past, you are encouraged to attend and share your experiences, but it is not mandatory. Training is mandatory for all new volunteers.

Please join us at our Recruiting Event!

Date:

Time:

Location:

(Add pertinent information – ex: If Upper-Management will be attending or food will be served.)

If you are unable to attend the Recruiting Event but are interested in learning more, please reply to the email with your interest and contact information.

YOU MAY BE THE DIFFERENCE IN A CHILD'S FUTURE.

Sample Flyers

Volunteer Frequently Asked Questions Sample Flyer



100 YEARS. **100% READY.™**

Volunteer FAQs

JA's volunteers embody the heart of Junior Achievement, bringing a message of inspiration to students throughout greater Houston and southeast Texas. As a classroom volunteer, here is what you can expect:

Will I have to develop lesson plans?

No, Junior Achievement provides a program curriculum, along with a volunteer guide to facilitate the process. Your role is to introduce hands-on activities that demonstrate key concepts, then share your work and life experience with students.

Will I receive training?

Yes, a member of the Junior Achievement program staff will conduct an on-site training to ensure you are prepared for your classroom experience.

Do I have to have teaching experience to volunteer?

No, just a willingness to prepare for each session and a desire to work with students.

How often do I visit my class?

Typically a volunteer will deliver one 30 - 50 minutes session each week; however, this is up to you and the teacher with whom you are paired. Some volunteers present all sessions in one day.

How long will I need to prepare for each session?

30 - 60 minutes is a typical range.

Will the teacher be in the classroom?

Yes, by law, the teacher should remain in the classroom at all times and will handle any discipline.

Who do I contact if I have questions?

At your training, the JA Program Manager will provide you with contact information and is available to answer any questions you have during the program implementation.

What is required to volunteer?

You will be asked to sign a volunteer conduct standard, social media policy, and volunteer registration form; and some districts may require a background check.

Breakroom Recruitment Sample Flyer



VOLUNTEER RECRUITMENT

Junior Achievement creates partnerships with community volunteers and teachers in grades K-12 to implement curriculum focusing on three key content areas: **Entrepreneurship, Financial Literacy, and Workplace Readiness**. Training and materials will be provided by Junior Achievement .

Event:

Where:

Date & Time:

Grades:

Requirements: All we need is your enthusiasm, life experience, and a willingness to work with children and we'll handle the rest!

TO LEARN MORE, please contact your JA Coordinator



Breakroom Recruitment Sample Flyer

VOLUNTEER RECRUITMENT (Sample Flyer)



The benefits of volunteering are enormous to you, your family, and your community. The right match can help you:

- ⇒ **Make a Difference**
- ⇒ **Increase your self-confidence**
- ⇒ **Improve networking**
- ⇒ **Improve time management skills**
- ⇒ **Uncover hidden skills and talents**
- ⇒ **Improve presentations skills**

Junior Achievement creates partnerships with community volunteers to Empower, Equip and Motivate students in grades K-12 to implement curriculum focusing on three key content areas: Entrepreneurship, Financial Literacy, and Workplace Readiness.

All we need is your enthusiasm, life experience, and a willingness to teach children about how you took chances and shot for the stars and JA will provide the rest!

TO LEARN MORE JOIN US FOR AN INFORMATION SESSION

DATE:

TIME:

LOCATION:

Volunteer Recruitment Sample Flyer



Love your job? Share it with a student!

Junior Achievement Work and Career Readiness Pathway

NEW JA programs that can be the “perfect fit” for your Company to help schools expose students to the ‘real world’.

JA Career Exploration Fair is an event where students learn about a range of career options across multiple career clusters. Volunteers share information about their businesses and/or jobs and students ask questions as the speakers or students rotate from station to station. Activities and implementation design will vary based on grade level.

JA Career Speakers Series, a volunteer guest speaker visits the classroom and shares information about his or her career, work, and education experience. The speaker may bring props, samples of his or her work, or other visuals to help engage students. Activities and implementation design will vary based on grade level.

JA It’s My Job (Soft Skills) will help students understand the value of professional communication and soft skills, making them more employable to multiple career clusters. 3-6 Classroom based sessions including topics on communication and presentation skills, manners, listening skills, and cell phone etiquette.

Benefits of Volunteering

- Be a positive role model for youth.
- Help children improve their lives.
- Experience schools from the inside out.
- Network with other professionals.
- Sharpen written and verbal communication skills.
- Enhance your own understanding of free enterprise.
- Increase your self-esteem and confidence.

JA in a Day Information Sample Flyer

2nd Grade JA in a Day

Location

Avanade Academy
1234 Greatness Ln
Houston, TX 77088
281-000-0000



Dress

Please dress in business or business casual attire (company t-shirts are acceptable). Refrain from wearing jeans, and make sure your shoes are comfortable.

Conclusion & Important Points

A Junior Achievement Program Manager will be at the school the entire day. This ensures your comfort and success teaching the program. You will be asked before you leave to complete a Class Completion Form. This is for Junior Achievement of Southeast Texas to keep on file.



Date

September 10, 2019

Meeting Space

Library

Lunch

Provided by Avanade for volunteers

Parking

Park in the front parking lot outside the gates.

Schedule

8:00 – Arrive

8:15– 8:30 – Welcome and Orientation

8:35 – 12:20 – Sessions 1, 2, 3, & 4

12:25 Lunch

1 – 2:15 – Finish all sessions

All sessions must be finished by 2:30

JA Brand Resources, Videos, and Training Links



100 Years. 100% Ready Campaign Intro Video

YouTube (Low Res for sharing via social media, email, etc.) <https://youtu.be/yPqgwJTDhk>

Dropbox (High Res for Downloading) https://www.dropbox.com/s/p80pctvihfraoo6/JA_100Ready%20%281%29.mp4?dl=0



Volunteer Recruitment Video

<https://vimeo.com/349525325>

JA Brand

Junior Achievement of Southeast Texas' (JA) corporate partners invest in the mission and valued opportunity to engage employees in sparking student success. **Our supporters deserve recognition for their engagement. Community involvement builds customer and employee loyalty**; we welcome the opportunity to work with you to communicate the impact of your good work.

JA's branding team strives to work directly with the communications teams from companies that provide significant support in order to **understand their unique marketing and communications needs and to effectively leverage and promote our donors' support for greatest benefit.**

Major funding partners and volunteer providers are asked to connect their appropriate communications professional with [Monica Caudillo](#), Philanthropy Advisor, to create an annual publicity plan.

Below are just some ways JA can recognize your support in empowering the students of greater Houston:

- Social Media
- Online Communication
- Print Communication
- eMarketing
- Traditional Media
- Internal/Employee Communication
- Targeted Strategic Communications



Follow Us: @JA_SET

DIGITAL RESOURCES

JA provides the volunteer valuable resources to help with the preparation and teaching of each Session. See directions below to locate these resources.

For K-5 JA Programs:

Log in to: [Crossknowledge](https://jainspire.na.crossknowledge.com) (<https://jainspire.na.crossknowledge.com>) with:
username: **JASET.VOL** and password: **P@ssword**

Find **My JA Courses** on the left column, select **Resources** and then click on the JA program name with (the Learning Channel). On the new and improved learning channel volunteers will have access to resource videos including training for each session of the program, digital assets to use during their presentations, a copy of the volunteer guide and tips for the volunteers.

For the JA Programs and Training Videos listed below, search on YouTube.com and type the video name:

- [Kindergarten – JA Ourselves](#)
- [Leading a JA Session Introduction](#)
- [Leading a JA Session Activity](#)
- [Preparing for your JA in a Day \(2:14 minutes\)](#)
- [Teaching Tips for Junior Achievement Programs](#)
- [JA in a Day: Tips and Tricks Logistics](#)
- [Traditional: Tips and Tricks Logistics](#)
- [JA Elementary Classroom Management Part 1](#)
- [JA Elementary Classroom Management Part 2](#)

JA Programs

Junior Achievement Programs

Elementary School Programs- 5 lessons, 45 minutes each

K- [JA Ourselves](#)[®] - Introduces the economic roles of individuals. (30 minute activities)

1st- [JA Our Families](#)[®] - Discusses the role of families in the local economy. (Digital Resources)

2nd- [JA Our Community](#)[®] - Examines responsibilities and economic opportunities available within a community.

3rd- [JA Our City](#)[®] - (Updated Summer 2018) Considers economic development, local businesses, and career opportunities. (Digital Resources)

4th- [JA Our Region](#)[®] - Features the economic/business resources found in state and regional economies. (Digital Resources)

5th- [JA Our Nation](#)[®] - Introduces the concept of globalization of business as it relates to the various careers students may choose to pursue, and the need for students to be entrepreneurial in their thinking.

3rd-5th- [JA More Than Money](#)[®]-(After School Program) Teaches students about earning, sharing, saving, and spending money in a fun, interactive format. 6 lessons (Digital Resources)

Middle Grade Programs- 6 lessons, 45 minutes each

6th-8th- [JA Economics for Success](#)[®] - Explores personal finance and students' education and career options based on their skills, interests, and values.

6th- [JA Global Marketplace](#)[®] - (Blended learning) Is designed to provide practical information about the key aspects of the global economy, what makes world trade work, and how trade affects students' daily lives.

6th-8th- [JA It's My Business](#)[®] - (After School Blended learning) Students learn entrepreneurial skills that support positive attitudes as they explore and enhance their career aspirations. 6 lessons

8th- [JA It's My Future](#)[®] - **Blended learning program** provides practical information about preparing for the world of work.

6th-8th- [JA Your Career, Your Future](#)-Enables industry professionals to visit and speak to students in a classroom about their careers and career paths.

NEW- [JA Career Speaker Series](#) or [JA Career Exploration Fair](#) for K-12 Introduces students to industry professionals and possibilities within the world of work.

Capstone Programs

4th-6th- [JA BizTown](#)[®] - This program combines in-class learning with a day-long visit to this fully-interactive simulated town facility.

8th-12th- [JA Finance Park](#)[®] and **[Virtual Finance Park](#)** - Are month-long economics education programs that introduces personal financial planning and career exploration. At the culmination of this program, students visit JA Finance Park virtually or physically to put into practice what they've learned about economic options and the principles of budgeting.

Junior Achievement Programs

High School Programs- 7 lessons, 45 minutes each

9th-12th- [JA Be Entrepreneurial](#)[®] - By developing the essential components of a business plan, JA Be Entrepreneurial challenges students to start an entrepreneurial venture while still in high school.

9th-12th- [JA Career Success](#)[®] - Equips students with the tools and skills required to earn and keep a job in high-growth career industries.

9th-12th- [JA Company Program](#)[®] - Is an in-school or after-school curriculum that focuses on analyzing and exploring personal opportunities and responsibilities within a company. 12 lessons

9th-12th- [JA Exploring Economics](#)[®] - Teaches concepts such as supply and demand and inflation, and teaches students about the effect which governments have on the global economy.

9th-12th- [JA Personal Finance](#)[®] - (blended learning) Introduces students to importance of making wise financial decisions.

9th-12th- [JA Titan](#)[®] - Introduces critical economics and management decisions through an interactive Web-based business simulation.

9th – 12th - [JA Job Shadow/](#) - JA Job Shadow is a visit for the students to a professional work environment. JA Reverse Job Shadow allows business professionals to enter the classroom.

9th—12th- [JA Your Career Your Future](#)-Enables industry professionals to visit and speak to students in a classroom about their careers and career paths.

NEW— [JA Excellence through Ethics](#) a 60- to 90-minute learning experience where students meet and interact with a local executive or business professional and learn about the importance of ethics in the ace and in everyday life

NEW-[JA It's My Job \(soft skills\)](#)-will help students understand the value of professional communication and soft skills, making them more employable.