



2021- 2022 ELEMENTARY SCHOOL REQUEST FORM

TEACHER/SCHOOL CONTACT INFORMATION

Teacher Name _____

School Name _____

School Address _____

School City/State/ZIP _____

School Phone _____

Teacher Phone (Cell) _____

Teacher Email _____

Selected Program Implementation- circle one.

In-Person Program(s) Or Remote/Virtual Program(s)

Principal Name _____

Principal Email _____

PROGRAM REQUESTED	# of Programs Requested	Grade Level	Total # of Students	Month(s) Requested
JA Ourselves (5 sessions, Kindergarten)	_____	_____	_____	_____
JA Our Families (5 sessions, 1st grade)	_____	_____	_____	_____
JA Our Community (5 sessions, 2nd grade)	_____	_____	_____	_____
JA Our City** (5 sessions, 3rd grade)	_____	_____	_____	_____
JA Our Region (5 sessions, 4th grade)	_____	_____	_____	_____
JA Our Nation (5 sessions, 5th grade)	_____	_____	_____	_____
JA Global Marketplace (6 sessions, 6th grade)	_____	_____	_____	_____
JA Global Marketplace - Blended**	_____	_____	_____	_____

** JA Our City (Grade 3, 5 sessions) and JA Global Marketplace - Blended (Grade 6, 6 or 7sessions) programs require internet access, digital board or digital projector with computer access for volunteers. JA Global Market Place additionally requires students' access to Chromebooks or Laptops for select lessons and to use fillable PDFs.

Are you able to provide computers and internet access? YES / NO / N/A

Have you requested JA programs before? YES / NO

VOLUNTEER INFORMATION

If you have had a JA program(s) in your classroom in the past, please let us know if you would like a volunteer to return to your classroom for the 2021 - 2022 academic year. If your school did not run JA Programs (Virtually) in 2020-2021- your school administrator will need to complete a COPPA form (our newest media release form).

Volunteer Name _____ Volunteer Email _____

Junior Achievement of Rhode Island Traditional Delivery Responsibilities

Junior Achievement Responsibilities:

- Junior Achievement offers its K-12 curriculum to individual classrooms on a first-come, first-serve basis (pending budget availability), and will provide materials free of charge.
- Junior Achievement will train volunteers, will train teachers as needed, and will provide support before and throughout the JA program.
- Junior Achievement will connect volunteers and teachers so that they can determine program schedules, and will assist and coordinate as needed.

Principal/Coordinator Responsibilities:

- Principals will allow Junior Achievement staff to speak at a faculty meeting to obtain endorsement of teachers if necessary.
- Principals agree to implement the requested JA programs if endorsed by their teachers.
- Principals agree that JA Staff can communicate directly with teachers to coordinate programs.
- Principal will sign the 2021-2022 COPPA Form (media release) and agree to allow students with media consent forms to be photographed by JA staff for use on JA social media and marketing items; Principal will ensure that teachers know which students can and cannot be photographed.

Teacher Responsibilities:

- Teachers will communicate with volunteers directly to set schedules and will keep JA Staff informed as needed. Teachers will respond promptly to email messages and/or phone calls from volunteers and JA Staff. Teachers will work with the volunteer to ensure that all sessions of a program are completed.
- Teachers MUST be in the room or on-line with the volunteer(s) at all times. Under no circumstances should volunteer(s) be left in a classroom or on-line without the teacher.
- Teachers will inform volunteers of anything that they should know regarding students and the classroom (language barriers, special needs or circumstances, usual classroom management techniques).
- Teachers will assist volunteers with materials as needed (setting up posters, handing out student materials, or filling out student names on Certificates of Achievement).
- Teachers will help the volunteer to stay on schedule during sessions.
- Teachers will maintain classroom management and discipline. Teachers will respond to any discipline issues that arise.
- Teachers will engage actively in the program and will encourage students to engage actively as well (prompt students during discussions, repeat instructions if students do not understand an activity, etc.)
- Teachers will inform JA staff of which students can and cannot be photographed, if applicable.
- Teachers ensure that pre- and post-surveys are completed, and turn in all surveys to JA Volunteer or JA Staff by end of day.

By checking this box I agree with all the above items.

Principal's Signature _____

Teacher's Signature _____

Does your school require background checks for JA volunteers? Y / N

(Please note that JA volunteers are never unmonitored in the classroom, and are typically considered as "guest speakers" in schools, thus not requiring background checks.)

Comments: _____
