



School Application 2016-2017 (Please complete both pages)

School Name _____

Address _____ City _____ State _____ Zip _____

Principal _____ Principal's Email Address _____

Contact Teacher _____ Cell phone (____) _____

Contact Teacher's Email Address _____

2nd Contact Teacher's Name & Email Address _____

Please list below the full name of each participating teacher so that orientation details can be provided.

Teacher (First and Last Name)	Email Address	Subject (Math, Business, etc.)	Trained on BizTown (Y or N)	Grade or Grades	# of Classes	# of Students

JA BizTown visits are a 4.5 hour experience. Please mark your preferred time keeping in mind your commute and school dismissal schedule.

_____ 9:30 AM to 2:00 PM	Other _____ (pre-approval required)
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The maximum capacity of JA BizTown is 100 students per day with a minimum of 60 to operate. You may reserve multiple one-day visits for your school (i.e. 400 students registered; 100 students attending JA BizTown per day = 4 one-day visits). Arrangements can be made for smaller groups to share the day. If this is the case, please indicate the school of your choice.

School Name: _____

Please list, in order of preference for your school to attend JA BizTown. Please return this registration as soon as possible. Dates will be determined on a first-come, first-served basis.

- 1. _____
- 2. _____
- 3. _____

JA BizTown of New Jersey Agreement

Please read the following expectations carefully and sign on the lines designated for principal and contact teacher.

Junior Achievement of New Jersey will provide the following:

- One 4.5 hour field trip at the JA BizTown simulated town based on your school's agreed upon arrival/departure times.
- Teacher and adult volunteer training materials and sessions.
- Classroom instructional materials for students and teachers.
- Materials for use during the site visit.
- Unlimited support, best practice sharing, site visits, and phone consultation.

Participating schools and teachers agree to:

- Attend a **Mandatory New Teacher Orientation** session prior to using and receiving the classroom materials. *Please coordinate with JA BizTown staff.*
- Prepare students for their field trip to JA BizTown using the curriculum provided by JANJ.
 - 13 required teacher-led lessons with optional extension activities.
- Communicate with JA Staff in regards to field trip preparation, bus approval, and your scheduled date and time
 - Weather-related delays and cancellations will result in the rescheduling of the field trip. JA Staff will work with your school to reschedule.
- Arrange/schedule, pay for, and confirm **student transportation** to the simulated town.
- Ensure students bring their **own lunches** on the day of the field trip.
- Recruit adult chaperones and/or volunteers for your visit day (in accordance with your school's policy) and inform them of their responsibilities and training session. Please coordinate with the JA BizTown Director.
- Inform JANJ of any accommodations needed to support special needs and ESL students.
- Provide student pre- and post-test responses to JANJ staff.
- Actively participate and assist their students during the field trip.
- Report any decrease in student numbers in writing no less than 14 days prior to the site visit, and unused materials must be returned to JANJ, or the school will be charged for the materials. While we understand some students may be absent due to unforeseen circumstances, at least 85% of the contracted students must attend the site visit.

Written cancellations will only be accepted 30 days or more prior to your school's JA BizTown visit day, with weather-related postponements and cancellations being the only exception. If a cancellation is made less than 30 days before your school's visit day your school is responsible for the full invoice of teacher and student materials.

NOTE: If you sign up and receive JA BizTown materials but fail to complete the program, your school will be charged the full cost of materials at \$43 per student. As long as the above requirements are met, this program is offered at no cost. Field trip NO SHOWS will be charged an administration fee of \$250 to cover JA Costs.

Principal's signature _____ Date _____

Contact teacher's signature _____ Date _____

Please retain a copy of the signed agreement and submit an additional one to:

Angela Celeste
Junior Achievement of New Jersey
Telephone 973.349.5037
Fax: (609) 419-0581
Angela.celeste@ja.org