

Volunteer Confirmation Letter

Dear Volunteer/Guardian:

Thank you for agreeing to complete the mandatory *JA BizTown* volunteer training, as well as the 4½-hour on-site simulation.

The *JA BizTown* visit requires that you please:

- Wear comfortable clothing and shoes.
- Plan on spending approximately 4 ½ hours at the JA facility.
- Plan to arrive approximately **1 HOUR** before students on the day of the visit.
- Pack your own lunch.

The Junior Achievement staff expects you at the JA facility on:

_____ (Date) at _____. (Time)

The JA facility is located at 10711 Red Run Blvd, Suite 110, Owings Mills, MD. 21117.

You tentatively have been assigned to facilitate the _____ (Business Name) student operation during your on-site visit. 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,

(Teacher's Signature)