



**Junior Achievement<sup>®</sup>**  
of Coastal South Carolina

## 2010/2011 Junior Achievement Classroom Volunteer

Please Mail / Fax / Email completed form to JA Office, Attn: Programs Manager  
Mail: 2430 Mall Drive, Suite 120, N. Charleston, SC 29406 | Fax: 843-745-7070 | Email: [CoastalSC.Programs@JA.org](mailto:CoastalSC.Programs@JA.org)  
**SPECIFIC VOLUNTEER OPPORTUNITIES LISTED IN PROGRAM SECTION OF JA OF COASTAL SC WEBSITE: [www.JACoastalSC.org](http://www.JACoastalSC.org)**

First Name	Last Name		
Company		Mail Code (if applicable)	
Mailing Address			
City	State	Zip	E-Mail
Work Phone	Cell Phone	Home Phone	Fax
School and/or Grade Preference: _____			

Junior Achievement Programs are made available to classrooms in our region **AT NO COST** thanks to the generous support of philanthropic foundations, corporate sponsorships, and passionate individuals like you!

JA truly appreciates your important service as a classroom volunteer – **THERE IS NO OBLIGATION FOR VOLUNTEERS TO CONTRIBUTE TO JUNIOR ACHIEVEMENT.** Due to requests from past volunteers, the following info is included for individuals that choose to make a donation to Junior Achievement.

**Yes! I would like to pledge \$ \_\_\_\_\_ to support JA. Please send me an invoice on \_\_\_\_\_ (date)**

### SUGGESTED JA CLASSROOM SPONSORSHIP LEVELS

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| \$20.00 — Sponsor 1 Student                  | \$500.00 — Sponsor 1 JA Classroom                          |
| \$100.00 — Sponsor a Whole Row of 5 students | \$2500.00 — Sponsor 5 JA Classrooms                        |
| \$250.00 — Sponsor Half of 1 JA Classroom    | \$5000.00 — Sponsor 10 JA Classrooms, often a Whole School |

### 2010-2011 VOLUNTEER CONDUCT STANDARDS

*Each year Junior Achievement staff shall convey these standards in writing to all volunteers prior to their first visit to the classroom. Staff shall review these standards verbally, as well, with volunteers teaching for the first time.*

Junior Achievement serves youth. Our volunteers teach valuable lessons with each word and especially with their conduct. Adult misconduct with youth carries serious consequences. Because Junior Achievement cares that its volunteers have healthy relationships with the youth they serve, it has established these standards.

1. *Young people look to adults for examples of appropriate behavior.* JA volunteers must use appropriate language and model honorable behavior, such as respect, integrity, honesty, and excellence. Profanity or sexualized language or jokes is inappropriate around students. Violating state law regarding interactions with youth, e.g., providing them alcohol or illegal drugs is forbidden.
2. *Volunteers must take particular care when touching youth.* Most people understand the difference between appropriate touching, like a handshake or pat on the back, and touching which is sexual or disrespectful. Volunteers must also consider how any physical contact may be perceived.
3. *Interactions with students must both be appropriate and appear appropriate.* Volunteers will spend most time with groups of students, although occasionally one-to-one situations may occur. Prior to any one-to-one interaction, a JA volunteer generally should ensure another adult is present or aware of the situation. Favoritism, or the appearance of favoritism, should be avoided.
4. *Volunteers are responsible for the quality of interactions.* Students often find it difficult to state discomfort or objections. Volunteers must be especially sensitive to physical and verbal cues that youth provide.

**These are examples only, not a comprehensive list.** Other actions not listed could result in suspension or dismissal as a volunteer.

Junior Achievement takes all complaints of misconduct seriously. Credible allegations of misconduct will be promptly investigated by the appropriate authorities. During any such investigation, the JA volunteer will be placed on leave. If an investigation determines misconduct occurred, it will result in the immediate and permanent dismissal as a JA volunteer.

Any JA staff member or volunteer who reasonably suspects misconduct must report these suspicions immediately to the appropriate JA staff person at the local office.

I have received a copy of Junior Achievement's Volunteer Conduct Standards and have read, understand, and will abide by these standards. Please return this form to the Junior Achievement office. By signing this, I hereby certify that I have never been charged with a crime of violence or a crime involving a child or young person, or, if I have, that I have fully disclosed in writing the facts regarding such a charge to the local Junior Achievement office.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(please print)

### **JA Elementary School Programs** (Kindergarten-Fifth Grade, 5 activities, 30-45 minutes each)

Students learn the basic concepts of business and economics and how education is relevant to the workplace. The programs also teach students that people assume roles as individuals, consumers, and workers in an expanding cultural environment that extends from the self and family to global relations.

**Ourselves**—uses compelling stories read aloud by the volunteer along with hands-on activities to demonstrate helping, working, earning and saving. (Kindergarten, 30 mins/activity)

**Our Families**—emphasizes the roles people play in the local economy and engages students with activities about needs and wants, jobs, tools and skills, and interdependence. (1<sup>st</sup> Grade, 30 mins/activity)

**Our Community**—explores the interdependent roles of workers in a community, the work they perform, and how communities work. (2<sup>nd</sup> Grade, 30 mins/activity)

**Our City**—studies careers, the skills people need to work in those careers, and how businesses contribute to a city. (3<sup>rd</sup> Grade, 45 mins/activity)

**Our Region**—introduces the relationship between natural, human, and capital resources, and explores regional businesses that produce goods and services for consumers. (4<sup>th</sup> Grade, 45 mins/activity)

**Our Nation**—examines how businesses operate in the United States. Students role play business ownership, interview for jobs, and learn different methods of production while exploring various economic issues that impact business. (5<sup>th</sup> Grade, 45 mins/activity)

**JA More Than Money**—teaches elementary students about earning, sharing, saving, and spending money, and businesses they can start or jobs they can perform to earn money. (Afterschool, 45-60 mins/activity)

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### **JA Middle School Programs** (Sixth-Eighth Grade, 6 activities, 45 minutes each)

Junior Achievement has several highly effective programs that reinforce the value of education and teach students about the future economic benefits of staying in school. Students will be introduced to many economic concepts and useful facts about the working world. These programs help teens make difficult decisions about how to best prepare for their educational and professional future.

**JA America Works**—educates students about the role entrepreneurship played in the history of the United States, by focusing on key elements of American business and economic development.

**JA Economics for Success**—explores personal finance and students' education and career options based on their skills, interests, and values.

**JA Global Marketplace**—provides practical information about the global economy and its effect on students' lives.

**JA It's My Business**—teaches students entrepreneurial skills through engaging activities that focus on filling a need, knowing your customer and product, being creative and innovative, and believing in yourself. (Afterschool activities)

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### **JA High School Programs** (Ninth-Twelfth Grade, 7 minimum activities, 45-60 minutes each)

The high school programs help students make informed, intelligent decisions about their future, and fosters skills that will be highly useful in the business world at a time that represents an essential crossroads for young people.

**JA Banks in Action**—teaches high school students the principles of the banking industry and exposes them to the challenges of successfully operating a bank in a competitive environment.

**JA Be Entrepreneurial** – challenges students to start an entrepreneurial venture by teaching the essential components of a business plan.

**JA Business Ethics™** fosters students' ethical decision-making as they prepare to enter the workforce and take part in the global marketplace.

**JA Careers with a Purpose™** introduces students to the importance of seeking careers that help them realize their life potential and noble purpose. This program demonstrates the importance of positive values, life maxims, and ethical decision-making within the context of career and life decisions.

**JA Economics**—examines the fundamental concepts of micro-, macro-, and international economics.

**JA Exploring Economics™** fosters lifelong skills and knowledge about how an economy works, including micro-, macro-, personal, and international economics.

**JA Success Skills**—develops students' interpersonal effectiveness and problem-solving skills necessary for the workplace.

**JA Titan**—introduces critical economics and management decisions through an interactive, computer-based business simulation.

**JA Presents: The NEFE High School Financial Planning Program**—gives students hands-on experience in financial planning to create a complete portfolio of skills to make financial decisions and set financial goals throughout their lives.

**JA Company Program** - (12 minimum lessons)— analyzes and explores personal opportunities and responsibilities within a student-led enterprise.

**JA Job Shadow**—introduces students to careers through a one-to four hour, on site orientation in a workplace through structured activities.