



# JA in a Day Volunteer Guide

Thank you so much for your passion and willingness to volunteer with us!

In the next 48 hours the JA Elementary Program Manger will be reaching out to schedule a volunteer training prior to your JA in a Day Experience. This training is only 30-45 minutes long and can be done at the local JA office or a public site of your choice.

In the meantime, please check out what to expect at the JA in a Day experience below:

## WHAT TO EXPECT UPON ARRIVAL

- Sign in at the Main Office by 8AM
- You will need to provide a valid Driver License
- Once you have received your Visitor's Badge, place it visibly on your shirt
- Please wait in the main office for a JA Staff to arrive before going to designated classroom
- Sessions will begin at 8:30AM

## BREAKS & LUNCHES

- Be prepared to bring a lunch, or purchase a lunch from the school's café
- Lunch breaks are often taken when students go to lunch
- Be advised that lunch times may vary from school to school
- You may remain in the classroom during the students' lunch break or eat lunch with them in the cafeteria.

## ATTIRE

- Business casual
- Comfortable shoes, you will be on your feet for extend periods of time

## WHAT TO EXPECT AFTER JA DAY

- When you are ready to leave your classroom at 12:30 PM, you may leave the remaining materials with your classroom teacher should they decide to implement the left-over sessions at a later time.
- You are free to leave. No Check out process needed.