

**JA Finance Park® Application 2019-20 (please complete all sections)**

School Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Principal \_\_\_\_\_ Principal's Email Address \_\_\_\_\_

Primary Coordinator \_\_\_\_\_ Phone Number \_\_\_\_\_

Primary Coordinator's Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Additional Contact Teacher's Name, Email & Phone number (if available) \_\_\_\_\_

**SECTION 1: Teacher & Class Information** Complete the chart below, including all details for each participating teacher.

Teacher (First and Last Name)	Email Address	Subject (Math, Business, etc.)	Trained on Finance Park? (Y or N)	Grade or Grades	# of Classes	# of Students	PBL? (y/n)

JA Finance Park curriculum is offered in a **Traditional** and **Project Based Learning** implementation method.  
 ❖ Please indicate if any teachers will be using the Project-Based Learning method, **as student workbooks will not be provided**. Students **must** have access to a computer for all lessons, and be able to conduct research independently or in small groups.

**SECTION 2: Field Trip Information**

- **The maximum capacity per day at the JA Finance Park is 140 students.**
  - Special requests for larger groups will be considered on a case by case basis.
- **You may reserve multiple field trips** (i.e. 200 students registered = 100 students x 2 field trips)
- **Location: JA Education Center: 360 Pear Blossom Drive, Edison NJ, 08837**
- **Available Months: December 2019 – June 2020**

Please list in order of preference for your school to attend JA Finance Park. **Dates will be determined on a first-come, first-serve basis.**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

If requesting multiple field trips, please indicate all preferred dates for your school to attend JA Finance Park.

**JA Finance Park field trips are a 4.5 hour experience. Please mark your time preference.**

_____	_____	Other _____
<b>9:00 AM to 1:30 PM</b>	<b>9:30 AM to 2:00 PM</b>	(pre-approval required)

**School / JA Finance Park Agreement**

Please read the following agreement and sign as designated for principal and primary coordinator.

**Junior Achievement of New Jersey will provide the following:**

- Educator training for all participating teachers (conference call or in-person training).
- Classroom instructional materials for students and teachers.
- Unlimited phone/email consultation.
- One 4.5 hour field trip at the JA Finance Park simulated city.
- Program materials and trained volunteers during the field trip.
  - We invite participating schools to bring Parent Volunteers to assist with the field trip. JA offers training and support prior to the event.
  - *Please speak with JA Finance Park Staff to coordinate Parent participation.*

**Participating schools and teachers agree to all line items:**

- New teachers participate in a **mandatory teacher training session** prior to using the classroom materials. *Please coordinate with JA Finance Park Staff.*
- Prepare students for their simulated city field trip using the JA Finance Park curriculum provided by JANJ.
  - Using the 13 required teacher-led lessons with optional extension activities, or 13 Project Based- Learning lessons.
- At the field tip, sign-off on school completion form and completed lesson/extension activities checklist.
- Provide student pre- and post-test responses to JANJ staff (mail, or bring to field trip).
- Arrange/schedule, pay for and confirm **student transportation** to the JA Finance Park location.
- Ensure students bring their **own lunches** on the day of the field trip.
- Coordinate adult chaperones for your field trip (in accordance with your school’s policy) and inform them of their responsibilities.
- Inform JANJ of any accommodations needed to support special needs students.
- Ensure all teachers and chaperones must **actively participate** and assist their students during the field trip.
- Return any extra/unused student workbooks or teacher guides to JANJ staff.
- If necessary, **submit written cancellation 30 days prior** to your school’s scheduled field trip. Please speak with JA Finance Park Staff immediately to reschedule.

Written cancellations will only be accepted no less than 30 days prior to your school’s field trip, with weather-related postponements and cancellations being the only exception. If a cancellation is made less than 30 days before your school’s visit, your school is responsible for the full invoice of teacher and student materials.

**\*Important\*** (Update as of 2016-17) All students must complete both parts of the JA Finance Park program: the classroom curriculum and **field trip** simulation. If you cannot commit to **bringing 85% of students registered on the field trip**, then the remaining students **must complete** the Virtual online simulation. Any changes to field trip numbers need to be communicated to JA staff in writing no later than 45 days before your scheduled trip to JA Finance Park. JA staff will make the necessary changes for your field trip and set-up the Virtual simulation. Please contact JA staff with any questions.

**NOTE: If you sign up, receive JA Finance Park 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 additional administration fee of \$250.00 to cover JA costs.**

Principal’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Primary Coordinator’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please retain a copy of the signed agreement, and fax or email a copy to:**

Mia Moares, Sr. Manager, Capstone Programs  
Junior Achievement of New Jersey  
360 Pear Blossom Drive, Edison, NJ 08837  
Fax: (609) 419-0581  
Email: [mia.moares@ja.org](mailto:mia.moares@ja.org)  
Telephone 862.202.5645



**JA Finance Park® Virtual Program Application 2019-20 (please complete all sections)**

School Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_

Principal \_\_\_\_\_ Principal's Email Address \_\_\_\_\_

Primary Coordinator \_\_\_\_\_ Phone Number \_\_\_\_\_

Primary Coordinator's Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Additional Contact Teacher's Name, Email & Phone number (if available) \_\_\_\_\_

**SECTION 1: Teacher & Class Information** Complete the chart below, including all details for each participating teacher.

Teacher (First and Last Name)	Email Address	Subject (Math, Business, etc.)	Trained on Finance Park? (Y or N)	Grade or Grades	# of Classes	# of Students	PBL? (y/n)

JA Finance Park curriculum is offered in a **Traditional** and **Project Based Learning** implementation method.

- ❖ Please indicate if any teachers will be using the Project-Based Learning method, **as student workbooks will not be provided**. Students **must** have access to a computer for all lessons, and be able to conduct research independently or in small groups.

**SECTION 2: Virtual Online Simulation Information**

- The JA Finance Park Virtual online simulation can be completed in either:
  - 4 mini-sessions (approx. 45 minutes each) or 1 half-day session (approx. 3 hours)
- The maximum registrations per class are **40** students.
- You **may create multiple classes** to register all of your students.

Please indicate the date(s) your class(es) will be running the Virtual online simulation:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

### **School / JA Finance Park Agreement**

Please read the following agreement and sign as designated for Principal and Primary Coordinator.

#### **Junior Achievement of New Jersey will provide the following:**

- Educator training for all participating teachers (conference call or in-person training).
- Classroom instructional materials for students and teachers.
- Unlimited phone/email consultations.
- Access to JA Finance Park® Virtual online simulation (access fee covered by JANJ).

#### **Teacher/Coordinator Expectations: All participating teachers and coordinators must agree to the following line items for the JA Finance Park curriculum AND online Virtual simulation:**

##### *1. Curriculum*

- New teachers participate in a **mandatory teacher training session** prior to using the classroom materials. *Please coordinate with JA Finance Park Staff.*
- Teachers prepare students for their Virtual online simulation using curriculum provided by JANJ: comprised of 13 required teacher-led lessons with optional extension activities, or 13 Project Based- Learning lessons.
- Provide student pre- and post-test responses to JANJ staff (email, fax or mail).
- After Virtual simulation, sign-off on school completion form and completed lesson/extension activities checklist (JA will provide).
- Return any extra/unused student workbooks or teacher guides to JANJ staff.

##### *2. Virtual Online Simulation*

- Teachers upload student names (create usernames and passwords) to the Virtual online simulation.
- Arrange and schedule computers (in classroom, lab or library) to be used for 4 mini-sessions or 1 half-day session.
- Teachers need to regularly check on the status of all students after each session to ensure completion of all 4 sessions.
  - Any unfinished sessions can be completed as homework.
- Recruit an adult volunteer to attend a minimum of 2.5 hours of program implementation. *Please coordinate with JA Finance Park staff.*

**\*Important\*** JA Finance Park Virtual is a two part program. All registered students must complete the classroom curriculum and Virtual simulation. If you cannot commit to **total student completion**, then you must let JA Staff know ASAP. Any changes to student numbers or ability to complete the program needs to be communicated to JA staff in writing no later than 15 days before your Virtual online simulation on the JA Finance Park Virtual platform.

**CANCELLATION POLICY: If you sign up, receive JA Finance Park materials but fail to complete both sections of the program (curriculum and simulation), 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.

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Primary Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please retain a copy of the signed agreement, and fax or email a copy to:**

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**JA Finance Park® Virtual Teacher/Coordinator Expectations 2019-20**  
 (please complete all sections)

As part of a national organization (JA USA), Junior Achievement of New Jersey (JANJ) is asked to strictly adhere to guidelines for the JA Finance Park program. Primarily, JANJ is tasked with ensuring that all students who receive the JA Finance Park curriculum also complete the JA Finance Park Virtual Online simulation.

To ensure all participating teachers are aware of the expectations, please read the application, then complete and return this Teacher/Coordinator Expectations document.

Contact JA staff immediately if you have any questions about this document and expectations.

School Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Participating Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Participating Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Participating Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Participating Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Participating Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Participating Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Primary Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

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