



## JA BizTown Visit Information Teacher Pre-Simulation Checklist

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As you prepare to bring your class to *JA BizTown*, use this checklist to assure that all necessary information and materials accompany you on the day of your visit.

- \_\_\_\_\_ 1. All completed business paperwork found in the BizPrep Packet. (Bring in a business envelope.) This necessary paperwork must include:
  - \_\_\_\_\_ Completed *JA BizTown* Business Costs Sheet
  - \_\_\_\_\_ Completed Business Loan Application
  - \_\_\_\_\_ Completed Promissory Note
  - \_\_\_\_\_ Completed iHeartRADIO Advertisement
  - \_\_\_\_\_ Completed Philanthropy Pledge Sheet
  
- \_\_\_\_\_ 2. Student personal checkbooks. The following must be completed at school:
  - \_\_\_\_\_ First deposit ticket completed for use with first *JA BizTown* paycheck
  - \_\_\_\_\_ First deposit entry (net deposit) recorded in the checkbook register
  - \_\_\_\_\_ First check, written for \$1.50 to Umpqua Bank or OnPoint to open personal savings account
  - \_\_\_\_\_ First check entry recorded in the checkbook register
  - \_\_\_\_\_ Name and account number written on the checkbook cover, on each personal check, and on each personal deposit ticket
  
- \_\_\_\_\_ 3. Name tags prepared for each student (Student name, job title, and business name)
  
- \_\_\_\_\_ 4. Copies of signed Parent Consent Forms for Junior Achievement of Oregon & SW Washington Area Office to keep as proof of permission for photography/videography.