



JA BizTown Visit Information Teacher Pre-Simulation Checklist

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 BZTV 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 the bank, 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.