



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 Envelope. This necessary paperwork must include:
 - _____ Completed *JA BizTown* Business Costs Sheet
 - _____ Completed *JA BizTown* Business Loan Application
 - _____ Completed *JA BizTown* Promissory Note
 - _____ Completed *JA BizTown* Newspaper Advertisement
 - _____ Completed *JA BizTown* Radio Advertisement
 - _____ Completed *JA BizTown* Web Page Advertisement
 - _____ Completed *JA BizTown* 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 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. Voter Registration Card for each student (stapled to back cover of checkbook)
- _____ 4. One “friendly letter” from each employee, with complete addresses for both recipient and sender clearly written on the envelope
- _____ 5. Name tags prepared for each student (Student name, job title, and business name)
- _____ 6. Pencils for each student
- _____ 7. Newspaper articles (It is recommended that the newspaper articles be uploaded to the *JA BizTown* Server. If this is not possible, they should be brought on a CD, URL flashdrive or in hard-copy format to be typed upon arrival.)