

# JA New York: School Application



Financial Literacy   ■   Entrepreneurship  
    ■   College & Career Readiness





Thank you for your interest in applying to join Junior Achievement of New York's network of schools!

The mission of JA New York is to inspire and prepare young people to succeed in a global economy. JA curriculum focuses on our three pillars of student success: financial literacy, entrepreneurship and college and career readiness.

**Please Note: At this time, we are accepting school applications on a very limited basis.** Preference is currently given to Manhattan schools due to volunteer placement requests but is still subject to availability. If you are located in an outer borough and have the capacity for your Parent/PTA or community group to teach JA New York programs please note this on the application.

Please review and send the completed application to [info@jany.org](mailto:info@jany.org). Upon submitting a school application a JA New York representative will follow-up when space permits.

For more information about JA New York, please visit [www.jany.org](http://www.jany.org).

Thank you, again, for your interest!

Sincerely,

Jessica O'Brien  
Vice President, Programs  
Junior Achievement of New York  
420 Lexington, Suite 205  
New York, NY 10170

# JA New York Fact Sheet



## Our Mission

To inspire and prepare young people to succeed in a global economy

## JA Worldwide

- Founded in 1919 in Springfield, MA
- Reaches over 9 million students worldwide each year
- Presence in over 100 countries



## Junior Achievement of New York (JA New York)

- Founded in 1929
- Serves all 5 boroughs, Long Island, and the Lower Hudson Valley
- Focuses on building a network of schools, businesses, and community-based organizations



## Our Programs

- K-12 grade year-round programming
- Areas of focus include: workforce readiness, financial literacy & entrepreneurship
- Engaging, activity-based materials and lesson plans provided



## Our Impact

- Challenges students to excel and to focus on their futures
- Reinforces social studies, math and reading skills
- Develops key skills in workforce readiness and financial literacy
- Encourages students to stay in school
- Fuels the entrepreneurial spirit



## What does JA New York provide?

- All materials and training
- Individualized program plans to meet the needs of students
- Ongoing program support from JA New York staff

## How is JA New York funded?

- JA New York is a non-profit 501(c)3 organization
- Major special events include: Company sponsored Bowl-A-Thons, The annual Golf Classic & the annual Leadership Awards Gala

# JA New York Programming Menu

## School-Based Volunteer Opportunities

- **JA Weekly Program:**  
Volunteers teach a JA program on workforce readiness, financial literacy or entrepreneurship once weekly in a K—12th grade classroom. Commitment is one 45 minute class period for 5-7 weeks. *Available for Manhattan schools only.*
- **JA in a Day Program:**  
Volunteers teach a JA program in one full day. Full grade level/school level participation is required. Volunteers are partnered and teach the full five or six sessions in a one full-day workshop format (approximately 8:30-3pm).

## Company-Based Volunteer Opportunities

- **Job Shadow/Youth Leadership Conference:**  
Students spend four hours on-site at a company learning about the company and industry, while also spending time in small group settings with a volunteer during part of the visit to learn about her/his particular job function, professional and academic background. Students are required to complete 2 pre-activities and 1 post-activity, which are administered by their teacher.

## Additional Options:

- **High School Heroes:**  
High Schools select outstanding students to act as role models and teach JA programs for a full day with an elementary school class. JA New York provides curriculum and training for high school students and will set up all logistics with the elementary school.
- **Afterschool:**  
JA New York partners with community-based organizations and school-based afterschool programs to provide afterschool programming. In a train-the-trainer model, JA will train your afterschool staff to teach our programs to your students. *(Note: Afterschool sites must fund part of the costs of running JA programming.)*
- **Parent Groups:**  
Does your school have an active parent association? JA New York can train your parents to teach JA programs and provide the curriculum.

# Memorandum of Understanding

## **JA New York agrees to:**

- Work with you to create a yearlong plan to provide the best possible JA experience.
- Will provide materials for teachers to clarify their role, whenever possible meeting in person.
- Provide on-going JA staff support and communication with your school.
- Observe at least one JA class during the school year.
- Collect and respond to teacher feedback.

## **As a school coordinator, we ask you to:**

- Agree to maintain consistent communication with JA staff.
- Act as liaison between school teachers and JA volunteers.
- Assume responsibility for participating teachers and students, including managing expectations and responsibilities of school-based staff during JA programs.
- Welcome JA New York staff and volunteers into the classroom during mutually agreed upon dates.
- Verify completion of JA programs.

## **Top Tips for a Successful JA Program:**

**Register early!** Contact your JA New York program manager to register for events at least one month in advance. Many opportunities are first-come, first-served.

**Keep your staff informed.** Share all details with your teachers. Let us know if they have questions.

**Schedule a teacher orientation.** Plan a short 15-minute session with your JA New York manager to learn more about the program and ensure the best experience possible.

**Prepare your students.** Get students excited about JANY by telling them about the fun concepts they will learn, and the interesting people they will meet.

**Keep in touch with your volunteers.** Teachers should exchange contact info with volunteers and discuss schedule changes in advance. Good communication is key.

**Support your volunteers.** Your volunteers are excited about working with you and your students! Welcome and support them at your school with strong classroom management.

**Thank your volunteers.** A note from you or from the students makes a big difference!

**Call JA New York.** Share feedback about your JA New York experience! We appreciate hearing your thoughts.

# New School Application Form

Please complete the form below and submit to JA New York:

## School Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Borough or County: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Principal name /email: \_\_\_\_\_

Grades: \_\_\_\_\_

Enrollment #: \_\_\_\_\_

Subways/buses  
convenient to school: \_\_\_\_\_

Fall/spring preference: \_\_\_\_\_

## Coordinator Information

*Please identify a main point of contact (typically a guidance counselor, AP, or parent coordinator) that will help be the liaison between the school and JA New York*

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Email and cell phone: \_\_\_\_\_

**NOTE:** If your school is located outside of Manhattan, do you have an active parent association or community group that would be available to teach the volunteer-led JA programming provided?

**Yes**  **No** *If yes, provide group name and description:*

## Program Interest

*Please review the JA New York Program Menu and indicate which programs you are most interested in discussing*

- JA Weekly Programming (*Available in Manhattan only*)
- JA in a Day
- JA Job Shadow/Youth Leadership Conference
- High School Heroes (Available for high school and elementary school partners)
- Other: \_\_\_\_\_

**Principal's Signature:**  
(required) \_\_\_\_\_

Please return completed application to: [info@jany.org](mailto:info@jany.org) or fax to 212-949-5262.