



Multi-Visit Volunteer - Teacher Communication Email Template

To Use: Copy and paste this into the body of your email using the preferred font and font size

Font: Arial Regular

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Subject line: Junior Achievement Volunteering in [teacher's name]'s Class – Insight Needed!

Greetings [teacher name],

My name is [redacted] and I'm excited to be your Junior Achievement (JA) volunteer! I'm looking forward to visiting your classroom. To help ensure a successful experience, please provide the following information about your class and students:

- + **Scheduling visit dates/times – 5 visits, 35-45 minutes**
 - Do you have a preferred date or specific week you'd like JA to *start*?
 - What days and times work best for your class to have JA programming?
- + Roster of student names
 - I will prepare the JA Certificates of Achievement which will be given to students at the end of the last lesson to celebrate that they've completed the program
 - **Note** – please have students wear nametags or have their names displayed on their desks
- + Suggested best practices to keep your students engaged
- + Identify any students who are ESL (English as a Second Language)
- + Identify any students with special needs of which I need to be aware
- + **Am I able to distribute treats on my last visit day? If so, are there any specific allergies of which I should be aware? OPTIONAL – *You do not have to bring treats, but if you do, please ask this question***
- + Any other important details, expectations, or tips?

I'll look to you for guidance in managing the following classroom and student behaviors:

- + How to regroup your students during transition (i.e., "show 5", count-down method, etc.)
 - During group activities, please assist with assigning groups as you know your students best
 - I encourage you to help me "connect the dots" between the JA curriculum and examples pertinent to your students
 - If your students have difficulty with group activities, please let me know so we can modify for the entire class

I look forward to meeting you and your students! Thanks so much for your help.

Sincerely,

[Your Name]