



Memo of Understanding

The JA YES! The program is a collaborative effort between the school district, Junior Achievement, and the business community. The goal is to run a successful YES! day at your school. Below is a memo of understanding to ensure that all parties involved understand all roles and responsibilities. We ask that your team review this agreement and advise Junior Achievement if there are areas of concern.

Responsibilities: As a part of the agreement each organization agrees to the following:

Junior Achievement:

- Will provide the program materials, training, volunteer recruitment tools, and organizational planning for the day.
- Will work with the district in partnership to recruit and place volunteers needed for the program.
- Will provide training to volunteers prior to and the morning of the event.
- Will provide a list of volunteers to the school prior to the event.
- Will be on site the day of the event to ensure successful operation of the program.
- Will provide CEW artifact templates and correlations to state standards if requested.

The School:

- Will assign a point person to be in email communication with JA staff as needed.
- Will work with JA staff to prepare for the day. This includes room assignments, review of agendas, and volunteer building check in plans.
- Will provide physical accommodations in the building, to include volunteer parking, hospitality room for volunteers, check in area for volunteers, use of auditorium or gym (if needed).
- Will ensure that classrooms needing technology are prepared.
- Will work to recruit volunteers from the school community. This will include making parents aware of JA volunteer opportunities through a variety of communication strategies provided by Junior Achievement.
- Will provide a light continental breakfast (including coffee) and water for volunteers.
- Will ensure that educators are always with students during JA programs. The volunteer will lead the program, and the educator will maintain class discipline and student behavior.
- Will ensure that the building leadership are visible in classrooms and available to JA staff and volunteers throughout the morning.
- Will provide volunteers with a welcome/thank you from building leadership.
- Will provide program feedback from students and educational team on the program.

Background Checks: One-day volunteers (volunteers who are in the school building for one day) are considered guests and do not require clearance. JA staff and multi-visit volunteers do require clearances. JA maintains these clearances on file.

Funding: JA provides all programs to schools at no charge. There are minimal costs incurred by the district to support the program. Example: continental breakfast for volunteers and staff.