**Parent/Guardian Consent Letter**

Dear Parents and Guardians:

As you know, our class is participating in an exciting economic education program called *JA BizTown*. We will soon be visiting the *JA BizTown* facility to participate in the simulation.

Our on-site class visit is scheduled for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*date*). We will be leaving school at \_\_\_\_\_\_\_\_\_\_\_\_\_ (*time*) and returning at \_\_\_\_\_\_\_\_\_\_\_\_\_ (time).

Your child should bring a sack lunch clearly marked with his or her name. More lunch information will be forthcoming.

Students may be videotaped or photographed daily by the student Camera Operator working at *JA BizTown*. This videotape or photograph is given to the school for later viewing in our classroom. On occasion, the *JA BizTown* experience may be photographed or videotaped by external media for use in communications and marketing materials. If Junior Achievement of Greater Kansas City is aware of this filming, it will notify schools in advance. There are occasions, however, when schools are not notified in advance of media coverage.

Please complete the form below to give permission for your child to accompany us to *JA BizTown*. Additionally, please inform us of your preferences for including or omitting your child from any such photography.

This form must be signed and returned to us by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*date*).

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (*Teacher signature*)

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\_\_\_ Yes, my child has my permission to accompany the class to *JA BizTown*, and I understand that they may be photographed or videotaped.

\_\_\_ No, my child cannot accompany the class to *JA BizTown*.

\_\_\_ Yes, my child has my permission to accompany the class to *JA BizTown*, but I request that

 efforts be made to exclude my child from any photography or videotaping where they
 may be easily identified.

Student Name:

Parent Signature:

Date:

**Visit Reminder**

Dear Parent/Guardian:

The time finally has arrived! Our class is going to *JA BizTown*tomorrow. The students have worked hard and are excited about this educational experience. It promises to be an event they will always remember.

Please help us have a successful experience by noting the following last-minute reminders:

1. Please have your child bring a sack lunch in a disposable bag. The student’s first and last name should be written clearly on the outside of the bag.
2. Please make sure your child arrives at school on time. Students need to arrive at school by

 \_\_\_\_\_\_\_\_\_\_\_ (*time*). Students will be returning to school at \_\_\_\_\_\_\_\_\_\_\_(*time*).

1. Students should wear business casual clothes appropriate for their *JA BizTown* business position. Comfortable shoes are a must because students will be on their feet most of the day.

If you are one of our *JA BizTown* volunteers for the day, thank you again for assisting tomorrow, and for attending the previously held mandatory training. Volunteers will be expected by the *JA BizTown* staff; they should arrive at the *JA* *BizTown* facility for an early orientation that begins 45 minutes prior to the students’ arrival. Students will arrive at *JA BizTown* at approximately \_\_\_\_\_\_\_\_\_\_\_(*time*), so you should be there no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*time*).

We look forward to seeing our students in action! It will be a wonderful day for all. Thank you again.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (*Teacher’s signature*)