




Teacher Checklist

2023-24

YOUNG AMERITOWNE: WYO TOWNE TEACHER CHECKLIST

2022023-24

Before you begin: Check that you have the following Young AmeriTowne materials

	<p>1. Link and password to curriculum</p> <ul style="list-style-type: none"><input type="checkbox"/> Link: https://bit.ly/43C64Cy<input type="checkbox"/> Password: WYOTOWNE2324!
	2. Student workbooks (one for each student)
	3. Student personal checkbooks
	4. Debit cards – One for each student
	5. Shop folders (one for each shop that will be open when you attend)
	6. Young AmeriTowne: WyoTowne School Info Sheet
	7. Parent newsletters (one for each student) + media release forms

As you prepare to teach the curriculum:

	1. Carefully read <i>What's New: Important Information for Teachers</i>
	2. Review the <i>Curriculum Planning Table</i> and determine when each lesson will be taught.
	3. Pass out <i>Student Workbooks</i> and <i>Parent Newsletters</i> and stress to your students the importance of taking home the <i>Parent Newsletter</i> .
	4. Arrange for transportation (plan on spending four hours at Young AmeriTowne)
	5. Begin filling out the Young AmeriTowne School Info Sheet with students' names and account numbers. NOTE: This completed sheet will need to be faxed, e-mailed, or mailed at least two days prior to your scheduled field trip.

During the curriculum (**Action Items!**):

	<p>1. Administer the <i>Pretest</i> in the <i>Student Workbook</i>. (Pretest Action Item!)</p> <ul style="list-style-type: none"><input type="checkbox"/> Score the test and complete the <i>Pretest and Final Test Report Form</i><input type="checkbox"/> Fill out initial observations based off of the <i>Teacher Questionnaire</i> <i>Both of these are located HERE (please make a copy of the original!)</i>
	<p>2. Students should sign the back of their debit cards with their signature. Recollect debit cards until day of Young AmeriTowne (Lesson 6 Action Item!)</p>
	<p>3. Have each classroom develop one fun law. (Lesson 7 Action Item!)</p>
	<p>4. Students should complete their investment application in workbooks. NOTE: Students do not need to bring their completed Investment application to Young AmeriTowne (Lesson 12 Action Item!)</p>
	<p>5. Students should fill out their four postcard contest entries and be prepared to bring them to Young AmeriTowne. (Lesson 19 Action Item!)</p>
	<p>6. Students begin to prepare YAT Personal Checkbooks. Students should complete all their entries in their checkbook register. (Lesson 20 Action Item!)</p>

Preparing for your day at Young AmeriTowne

	<p>1. Select parent volunteers and input names into the <i>Young AmeriTowne School Info Sheet</i> when completed, please mail a copy to 1701 East K Street Casper, WY 82601 or email a copy to wytowne@bgccw.org.</p>
	<p>1. Coordinate drop off for Shop Folders at least TWO DAYS prior to your visit to WyoTowne.</p> <p>All items may be dropped off at the Boys & Girls Clubs of Central Wyoming’s Main branch (1701 E K Street) between 10 AM and 8 PM. Please have materials labeled with your school and date(s) of Towne.</p>

Day of Towne Teacher Checklist: *Teachers bring the following items to Towne*

	<p>1. Copy of school info sheet</p>
	<p>2. Sack Lunch</p>
	<p>3. Completed media release forms</p>
	<p>4. List of laws voted on by students</p>

Day of Towne Student Checklist: *Students bring the following items to Towne*

	<p>1. Student Checkbook with completed register and withdrawal slip</p>
	<p>2. Debit Card</p>
	<p>3. Completed postcard contest entries</p>
	<p>4. Sack Lunch</p>

When you arrive at Young AmeriTowne:

	1. Place your lunch and personal belongings in the designated volunteer area.
	2. Assist the Young AmeriTowne lead person in settling your students during instruction times.
	3. Visit your students and enjoy the day in Young AmeriTowne!

After your day in Young AmeriTowne:

	1. Complete Chapter 11 After Towne Follow Up Activities
	2. Administer the Final Test in the student workbook. (Post-test Action Item!) – Please administer final test no later than two weeks after your day in Towne. Please enter results in the same form you initially filled out. To access the original visit HERE Share finalized spreadsheet with wyotowne@bgccw.org
	3. Fill out final observations based off of the Teacher Questionnaire . *all forms on Google Doc listed above, please look for the correct tab on the bottom
	4. Provide your feedback on the Teacher Survey *all forms on Google Doc listed above. It is the last tab on the bottom.