

**EXCHANGE CITY  
School Year 2001-2002  
Application**

**NOTE:** There is a \$30 fee for each student attending Exchange City. Fees or purchase orders are due on or before the date of the school's visit. Schools are held liable for the fee if cancellation occurs less than 45 days prior to the visit. Also, refunds will not be made for students who participate in the classroom experience but are unable to attend the on-site visit.

**School Name** \_\_\_\_\_  
**School District** \_\_\_\_\_  
  
**Address** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Principal** \_\_\_\_\_  
**Secretary** \_\_\_\_\_  
**E-Mail Address** \_\_\_\_\_  
**Phone** (\_\_\_\_) \_\_\_\_\_ **Fax** (\_\_\_\_) \_\_\_\_\_  
**County** \_\_\_\_\_  
**Grades Participating** \_\_\_\_\_ **Estimated Number of Students** \_\_\_\_\_

**Teachers Names**

(List contact teacher first with home phone)

Is this your first visit?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**NOTE:** A minimum of 65 students is needed to operate the program effectively. In the event your school does not have 65 students, we reserve the right to pair schools. We prefer you recommend a school of your choice to share your day. The maximum number of students that can be accommodated each day is 120. A school may schedule multiple days if needed to serve more than 120 students.

If you need to share your Exchange City day with another school, please indicate below if you have another school interested in sharing the day with your school. If you do not have a specific school in mind, the Exchange City staff will work to locate a partnering school for you.

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**Schedule Information**

We will make every attempt possible to schedule your visit on a day this is convenient for participating schools. Please complete the information listed below so we can provide you with a list of available dates for your Exchange City visit.

School Begins \_\_\_\_\_

School Ends \_\_\_\_\_

Spring Break Schedule \_\_\_\_\_

Our preferred month to visit Exchange City \_\_\_\_\_

Our preferred day of the week to visit Exchange City \_\_\_\_\_

**Agreement**

Please read the following agreement and sign on the lines designated for the principal and the contact teacher.

Junior Achievement will provide the following:

- One visit to Exchange City from 8:30 A.M. until 1:30 P.M.
- Materials for use during the on-site visit.
- Teacher and parent training sessions.
- Telephone Consultations and one school site visit.
- Classroom instructional materials for students and teachers.

Participating schools and teachers agree to:

- Attend a teacher workshop annually to remain current with the Exchange City curriculum.
- Spend 6 weeks preparing students for their on-site visit using materials and activities provided in the Exchange City® curriculum by Junior Achievement.
- Arrange for transportation for students to the Exchange City site.
- Recruit parent volunteers for each shop and inform them of their responsibilities and their required training session.

Principal's Signature: \_\_\_\_\_

Contact Teacher's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this signed agreement to Junior Achievement of the Palm Beaches Inc., at 5601 Corporate Way, Suite 400, West Palm Beach, Florida 33407. FAX Number: 561-242-9469.