

Welcome to Your Volunteer Day at JA BizTown in the Print Shop!

We appreciate all your assistance today in making this an outstanding learning experience for the employees in the Print Shop. Please dispose of any coffee, juice, or soda in The JA Café **BEFORE** students arrive. You may have bottled water in your business throughout the day.

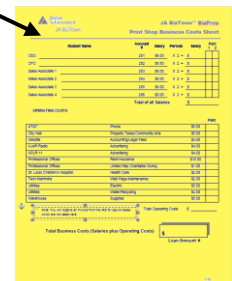
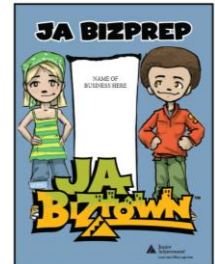
Your Day

- The Print Shop is a retail store that sells photo IDs, and other retail items, as well as commercial printing for 4 businesses.
- When the citizens arrive, they will be seated in the common area. We encourage you to listen to the orientation that they receive. It will have many reminders for you.
- At the end of the orientation, the employees will report to you. Please hand out neck wallets and direct them to begin their work.
- This Volunteer Guide breaks out the day into its main parts:
 - **Business Start-up**
 - **First Work/Break Rotation**
 - **Mid-Day Banking Meeting & Reminders**
 - **Second Work/Break Rotation and Clean**
- Some general information is in the front pocket of this binder.

VOLUNTEER GUIDE TO START-UP BUSINESS MEETING

During your business start-up meeting with the students, **please be sure to complete the following.**

1. Introduce yourself and other volunteers.
2. Make sure that you have the **JA BizPrep** envelope, containing work that the students completed at school. They will need these pages throughout the day.
3. Ask the CEO for the yellow **Business Costs Sheet**. Hand out **neck wallets** according to the student job placement. Please double check that **First** and **Last** names are written on the Costs Sheet. When you're finished, give the yellow sheet to the **CFO**.
4. Instruct the **CFO** to go to the computer and begin processing the payroll, following the instructions on the computer. They will print payroll checks, which the **CEO** will sign and hand out.



(Go to next page)

-
5. Explain that all workers should now read their **job tasks either on their desk or on their computer.**
 - The **CEO** will distribute direct deposit applications, telling employees to complete them and return. Once collected, they will prepare the blue bank bag on their desk with the items listed on the bag.
 - The **CEO** will help set prices with Sales Associates. and prepare the Opening Town Meeting Speech, sort, and file commercial printing. The **CEO** will practice the interview script.
 - The **Sales Associates** will help set prices, arrange the display, and learn how to operate the sales computer. They will need to set up a Point-of-Sale. Directions are on their computer.
 - The **Print Assistant** will learn how to produce photo ID's and business cards. They will follow instructions on the laminated sheet on their desk. They may want to try an example photo ID and a set of Business cards. It may be helpful for them to learn how to make a sale as well in case they need to fill in for the Sales Associate.

 8. All the Print Shop employees remain in the business until it is time for the **Opening Town Meeting.** (They may go to the restroom.)

You will use the next page for information on the first work/break rotation.

GUIDE TO THE FIRST WORK/BREAK ROTATION

- The **CEO** will take the blue bank bag to the Business window at First Bank. They will ask each employee to make their pledge to United Way and list it on the Pledge Card.
- The **CEO** should bill all businesses that use Print Shop services. They can use the Billing Standard on their computer. This is also a good time to look over the STEM interview and props.
- The **CFO** will continue paying bills when invoices arrive and keep track of incoming payments.
- The **Sales Associates** will assist customers with sales and keep an eye on the printer for incoming papers printed by other businesses.
- The **Print Assistant** will assist the sales associate and begin making photo ID cards or business cards as needed.

Mid-Day Banking Meeting

All Citizens will be called to a meeting after all first break rotations are complete.

1. **Listen** for JA staff to direct all citizens to sit in front of the gazebo. Citizens should bring their personal checkbooks and a pencil.
2. After the meeting, citizens will return to their businesses and get ready for their final break.

Please Remind Students:

- **To eat their lunch** at The JA Café, (you are welcome to have lunch with your child when they go on their 2nd break.)
- **Spend** their money, it will be their final opportunity to shop.
- **Return to work** at the end of their break.

Go to the next page for instructions on things to look for during the second work/break rotation.

GUIDE TO THE SECOND WORK/BREAK ROTATION

- The **CEO** will continue to assist the Sales Associates. The CEO will also continue to sort and file commercial print jobs and assist in sales and delivery.
- The **CFO** must track incoming business checks for printing services using the accounts receivable section on their computer. They will prepare a Business Profit/Loss Report to read at the Closing Town Meeting. This should be completed at the end of the second **green** break.
- The **Sales Associates** will continue to assist customers. Sales of photo IDS should be stopped about 10 minutes prior to the end of the rotation, so assembly and delivery can be completed.
- The **Print Assistant** will continue to print and deliver all photo IDs and business cards to customers.

END OF DAY – CLEAN UP

- Employees should make their workstations look like they did at the beginning of the day.
- Please collect all **job neck wallets**, empty them, and return to the original place.
- CFO should remove all papers from folders and place in the recycle bin.
- Any papers that are written on should be placed in recycle bin.
- Pencils and scissors are in holders.
- Turn off the laminator.
- Make sure the price cards are placed in the zippered pouch.

We will e-mail a survey so you may provide feedback to us about your day.

If you would like information on how to support our JA Programs, please see a staff member. We are always looking for volunteers or a donation to sponsor a student at JA BizTown for as little as \$25.00.

Thank you for your help today! We can't do it without you!