

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

We appreciate all your assistance today in making this an outstanding learning experience for the employees in the Supply & 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.

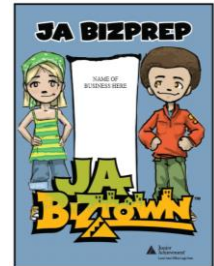
Your Day

- The Supply & Print Shop is a business that sells supplies to JA BizTown businesses. They also deliver merchandise sold on-line and processed through Mastercard. They sell a few retail items as well as Candy Grams.
- In addition to supplies, the Supply & Print Shop handles printing for 4 businesses in BizTown. Citizens from those businesses will come by to pick printing up. Their business will be billed by the CEO later in the day
- When the citizens arrive, they will be seated in the common area. We encourage you to listen to the orientation that they receive.
- 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 Up

VOLUNTEER GUIDE TO START-UP

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

1. Introduce yourself and other volunteers.
2. Make sure that the CEO has 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 student job placement. Please double check **FIRST** and **LAST** names are written on the Costs Sheet. When you're finished, give the yellow sheet to the CFO.
4. Tell the **CFO** to go to the computer and begin processing the payroll, following the instructions on their computer.
5. Explain that all workers should now read their **job tasks either on their desk or on their computer.**



- The **CFO** will print paychecks for pay period one, give to CEO to sign.
- The **CEO** will distribute direct deposit forms to all employees and collect them when filled out.
 1. Prepare the Bank bag with items listed on the bag.
 2. Sign and distribute the paychecks.
 3. Review the Opening Speech for the Town Hall Meeting.

- The **Inventory Manager** should deliver the supplies to the businesses from the blue baskets and become familiar with the process for filling/delivering on-line orders. Look over the STEM Interview.
 - The **Sales Associate** should begin **POS Setup**, following their instructions on the computer for the sale of postcards and candy grams. This is a debit card only business.
Retail items are \$2.00 or \$3.00.
Candy grams are \$1.00.
 - The **Delivery Agent** will check mail in the central postal box and sort and prepare to deliver as needed. The **Delivery Agent** will also prepare and distribute Volunteer Appreciation Certificates and help with Mastercard delivery as needed.
6. All Supply & Print 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 Bank bag to the business window at Central Bank during the first red break. They will ask each employee to make their pledge to JA Charitable Giving using the Pledge card on their desk. They can begin preparing invoices on their computer.
- The **CFO** will process invoice payments as they arrive.
- The **Inventory Manager** will use the Supply & Print Shop Inventory Sheets to restock the baskets for the next day. They will process the online orders from Mastercard and deliver them. Check with the CEO that invoices were prepared, if so, collection of the checks from all the businesses can begin using the checklist. Checks should be given to the CFO once collected. The Inventory Manager will be interviewed by JABT Live at some point.
- The **Sales Associate** will continue to monitor and process retail sales.
- The **Delivery Agent** delivers mail as needed and prepares and delivers volunteer appreciation certificates.

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** in The JA Café, (you may eat lunch with your student during the second break)
- **Spend their money**, it will be their final opportunity to shop.
- **Return to work** at the end of the 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 **CFO** must track incoming payment on the yellow Invoice/Accounts Receivable Checklist. They will prepare the Blue Business Profit/Loss Report at the end of the day during the last green break to be read at the Closing Town Meeting.
- The **Inventory Manager** will continue with the collection of the checks from all the businesses and give to CFO, they will continue to receive on-line merchandise orders from the CEO and fill the orders and deliver merchandise to customers.
- The **Sales Associates** will continue with retail sales and Candy Gram sales.
- The **Delivery Agent** delivers mail as needed and prepares and delivers candy grams.

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.
- The CFO should remove all papers from folders and place them in the recycle bin.
- Any papers that are written on should be placed in the recycle bin.
- Pencils and scissors should be placed in holders.

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!