Welcome to Your Volunteer Day at JA BizTown in Tech Mahindra!

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

- Tech Mahindra is a tech-based business that provides web page maintenance to JA BizTown businesses. Order sheets are processed, invoices are printed and delivered, and payment is deposited.

- 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 the citizens to begin their work.

- This Volunteer Guide breaks out the day into its main parts:
    o Business Start-up

    o First Work/Break Rotation

    o Mid-Day Banking Meeting & Reminders

    o Second Work/Break Rotation and Clean Up

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. Point out the Tech Mahindra clothing hanging on the wall. Explain that they may wear these if they wish. It is optional.

3. Make sure that the CIO has the **JA BizPrep** envelope, containing work that the students completed at school. They will need these pages throughout the day.
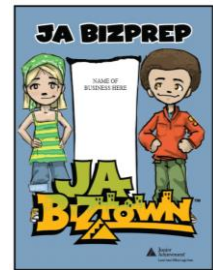
4. Ask the CIO for the yellow **Business Costs Sheet**. Hand out **neck wallets** according to student job placement. Please double check **First** and **Last** names are written on the Costs Sheet. When you're finished, give the yellow sheet to the CFO.

5. Tell the CFO to go to the computer and begin processing the payroll, following the instructions on their computer.

6. Explain that all workers should now read their **job tasks** either on their desk or on their computer.

- The CFO will print payroll checks, give to the CIO to sign.

- The CIO will distribute direct deposit forms to all employees and collect when filled out.

  a. Prepare the Bank bag on the desk with items listed in the CIO instructions.

  b. Sign and distribute paychecks

  c. Review the Opening Speech for the Town Hall Meeting.

  d. Look over prepared interview script.

(Go to next page.)

- The Software Engineers will review computer tasks and read web design instructions on laminate sheet. Become familiar with web design process and business change orders. Start creating web pages.

9. All Tech Mahindra employees remain in the business until it is time for the **Opening Town Meeting**. (They may go to the restroom.)

GUIDE TO THE FIRST WORK/BREAK ROTATION

- The CIO 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 Software Technicians will go to other businesses to determine what, if any, changes will be made to web pages. The Software Technicians will have CEOs fill out Order Sheets to make changes. They will continue work on web design for all businesses.

- The CFO will process invoice payments as they arrive.

<mark>Mid-Day Banking Meeting</mark>

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

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.

<mark>Please Remind Students:</mark>

- To eat their lunch in The JA Café. (You may eat during the second break with your student as well.)
- 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 CIO will finish invoices. They will be interviewed by JABT Live.

- The CFO will track incoming checks 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 Software Engineers will go out to businesses with their tablet and work orders. Come back to their computer and make necessary changes to web pages.

<mark>END OF DAY – CLEAN UP</mark>

- 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.

- CIO should remove all papers from file folders and place in the recycle bin.

- Any papers that are written on should be placed in recycle bin.

- Pencils and scissors should be placed in holders.

- Make sure that all tablets have been given to the volunteer.

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!