

## Welcome to Your Volunteer Day In the Sports Shop

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

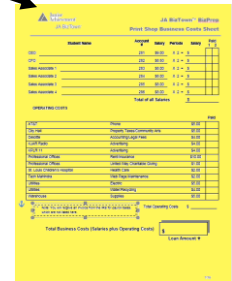
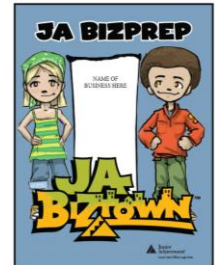
### Your Day

- The Sports Shop is a retail store that sells sports related retail items.
- 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 Up
- 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 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 the computer.
5. Explain that all workers should now read their **job descriptions** in their Employee Manuals.
  - The **CFO** will print payroll checks, give to the **CEO** to sign.
  - The **CEO** will distribute direct deposit forms to all employees and collect when filled out.
    - a. Prepare the Blue bank bag on the disk with items listed on the bag.
    - b. Sign and distribute the paychecks.
    - c. Review the Opening Speech for the Town Hall Meeting.



**(Go to next page)**

- The **Sales Associates** will set prices, arrange the display, and learn how to operate the sales computer. JA staff member will explain this process.
8. All the 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 the bank during the first red break. They will ask each employee to make their pledge to United Way using the Pledge card on their desk.
- The **CFO** will pay bills on their computer.
- The **Sales Associates** will assist customers with sales.

## **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 Cafe. (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 **CEO** will continue to sign business checks and assist the Sales Associates.
- The **CFO** will continue to pay bills and make deposits to pay back their loan. 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 **Sales Associates** will continue to assist customers.

## **END OF DAY – CLEAN UP**

- Employees should make their workstations look like they did at the beginning of the day.
- The Employee Manuals remain at JA BizTown. 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 trash can.
- Any papers that are written on should be placed in trash can.
- All employee manuals are placed in appropriate black bins.
- Pencils and scissors are in holders.
- 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!**