

Welcome to Your Volunteer Day at JA BizTown in KPLR 11!

We appreciate all your assistance today in making this an outstanding learning experience for the employees in KPLR 11. 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.

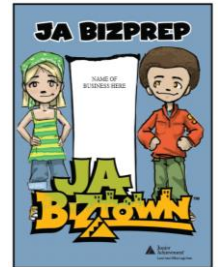
Your Day

- At KPLR 11, TV interviews are broadcast into JA BizTown 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 Up**
- Some general information is in the front pocket of this binder.

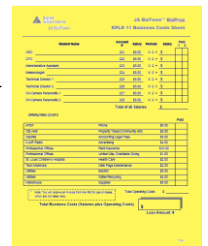
VOLUNTEER GUIDE TO START-UP BUSINESS MEETING

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

1. Introduce yourself and other volunteers.
2. Point out the KPLR 11 T-shirts hanging on the wall. Explain that they may wear these if they wish. It is optional.
3. 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.



4. Ask the CEO for the yellow **Business Costs Sheet**. Hand out **neck wallets** according to 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.



5. Instruct the **CFO** to go to the computer and begin processing the payroll, following the instructions on the computer.
6. Explain that all workers should now read their **job tasks** either on their desk or on their computer.
 - The **CFO** will print paychecks, give to CEO to sign.
 - The **CEO** will distribute direct deposit applications to all employees and collect when filled out.
 - a. Prepare the Blue bank bag on the desk with items listed on the bag.
 - b. Sign and distribute paychecks.
 - c. Review the Opening Speech for the Town Hall Meeting.
 - The **Administrative Assistant** will take their list of employee interviews and go to each business to remind the employee to be sure to practice their television interview script.

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- The **Technical Director** and the **On-Camera Personality** will be trained on the broadcast process. The On-Camera Personality should also follow instructions to practice using the teleprompter.
 - The **Meteorologist** will practice the prepared interview script.
7. All KPLR 11 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. They can begin preparing invoices on their computer.
- The **CFO** will pay bills when invoices arrive.
- The **Administrative Assistant** will turn on TVs in all businesses **immediately** following the Town Hall Meeting. They will also begin escorting the business employee to be interviewed according to the Business Interview Schedule.
- The **Meteorologist** will write weather reports to be broadcast and later be interviewed by KPLR.
- The **Technical Director** will produce the business interviews.
- The **On-Camera Personality** will interview business representatives and have the representatives read their TV ads.

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 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 **CFO** will continue paying bills and making deposits to pay back their loan. They will prepare a Business Profit/Loss Report to read at the Closing Town Meeting. This is done as soon as all deposits have been made.
- The **Meteorologist** will give new weather reports on-air. Read the Safety 'Tips they wrote on-air.
- The **Administrative Assistant** will make sure that all businesses have been interviewed. The Administrative Assistant will also make sure that all businesses have paid for their TV interview and give the payments to the CFO for deposit. During the last 10 minutes of the second green break, the Administrative Assistant will turn off the TVs in each business.
- The **On-Camera Personality** will continue to conduct interviews.
- The **Technical Director** will continue to produce the broadcasts.

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 file 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.
- Make sure all televisions in businesses are turned off.
- Any clothing worn from the business has been returned to its original location.

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