

Welcome to Your Volunteer Day at Junior Achievement BizTown[®] in the St. Louis County Library.

We appreciate all your assistance today in making this an outstanding learning experience for the employees in the St. Louis County Library. **Please refer to this Volunteer Manual throughout the parts of the day.**

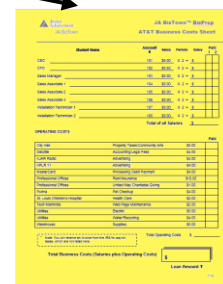
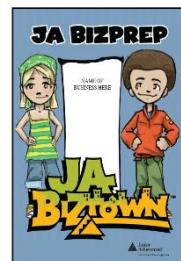
Your Day

- The St. Louis County Library will be taking cash donations. Citizens can participate in an activity when donating. Bookmobile travels around town.
- 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.
- Introduce yourself.
- Please hand out neck wallets and direct them to begin their work. They should keep their checkbook, JA BizTown cash, and debit card in the neck wallet and wear them throughout the day.
- This Volunteer Guide breaks out the day into its main parts:
 - **Business Start-up**
 - **First Work/Break Rotation (red, yellow, green)**
 - **Mid-Day Banking Meeting & Reminders**
 - **Second Work/Break Rotation (red, yellow, green)**
 - **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. 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.
2. Ask the **CEO** for the yellow **Business Costs Sheet** located in the JA BizPrep envelope. Hand to **Deputy Director (CFO)**.
3. Tell the **Deputy Director (CFO)** to go to the computer and begin processing the loan and payroll, following the instructions on the computer and/or laminated sheet.
 - a. The **Deputy Director (CFO)** will take out a business loan, input all employee names into the computer, print payroll checks (for pay period one) which the **CEO** will sign. *(Must be done first thing in the morning.)*
 - b. The **CEO** will sign and hand out the first pay period checks before first break begins.
4. Explain that all workers should now read their **job tasks** either on a laminated sheet on their desk or on their computer. Instructions for the entire day are there for them.
5. Have employees begin/continue their tasks according to their job descriptions.



(Go to next page.)

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- The **CEO** will:
 - distribute direct deposit forms (for second paycheck) to all employees and collect them when they are filled out.
 - will prepare the **Green** Bank bag on the desk with items listed; Loan Application, Promissory Note, and Direct Deposit Application Forms.
 - Review the Opening Speech for the Town Hall Meeting.
 - The **Fundraiser Manager** will set up a collection box for donations. Create flyers for promotion of the library.
 - The **Library Associate** will follow directions and rehearse activities. One Library Associate will also practice and give an on-air STEM interview.
 - The **Bookmobile Librarian** prepares the Bookmobile to take a trip through JA BizTown sharing information on the services the library offers.
6. All the employees remain in the business until it is time for the **Opening Town Meeting**. (They may go to the restroom.) First break takes place after the Opening Town meeting.

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

GUIDE TO THE FIRST WORK/BREAK ROTATION

- All businesses are open.
- The **CEO** will take completed **GREEN** bank bag to Central Bank.
- **CEO** will meet and greet business representatives.
- The **Deputy Director (CFO)** will pay bills in the Accounts Payable section on their computer.
- The **Fundraiser Manager** takes donations and directs citizens to the Library Associate to play an activity. Following the activity, they may hand to the participant a giveaway. They will collect Philanthropy pledge from each business and hand to **CFO**.
- The **Library Associate** will run activities for participants and be interviewed by JABT Live. They should take props with them.
- The **Bookmobile Librarian** travels throughout JA BizTown with the Bookmobile, promoting the library and its services.

Mid-Day Banking Meeting

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 with your child on their second break 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 assist the Fundraiser Manager and the Library Associate while they are on break.
- The **Deputy Director (CFO)** will continue to make deposits to pay back their loan and earn income. (There is also a yellow checklist that may be helpful to keep track.)
- **Deputy Director (CFO)** 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 **Fundraiser Manager** will continue to process customers and count donations at the end of the day to complete and present the Closing Town Meeting speech.
- The **Library Associate** will keep aiding customers with the activities.
- The **Bookmobile Librarian** will make its way around JA BizTown. At the end of the day, they will put bookmobile items away.

You will use the next page for information on the end of day clean up.

END OF DAY – CLEAN UP

- Employees should make their workstations look like they did at the beginning of the day.
- All Employee manuals remain at Junior Achievement BizTown®. Please collect the **job neck wallets**, empty them, and return them to their original place.
- The CFO should remove all papers from folders and place them in the trash can.
- Any papers that are written on should be placed in trash can. Laminated sheets should be cleaned using wipes.
- All employee instruction sheets are placed back in appropriate black bins.
- Pencils, scissors and dry erase markers should be placed in holders.
- Any clothing worn should be 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 Junior Achievement BizTown® for as little as \$25.00.

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