



Welcome to Your Volunteer Day at JA BizTown Pet Adoption Center

We appreciate all your assistance today in making this an outstanding learning experience for the employees in the Pet Adoption Center. 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

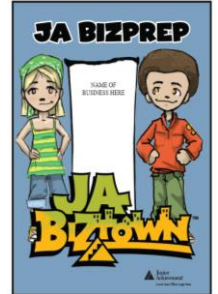
- Pet Adoption Center provides Veterinary Wellness Checkups, Pet Adoptions, Pet Grooming, Photo Booth pictures and other pet-related merchandise for sale.
- When the citizens arrive, they will sit in the common area. We encourage you to listen to the orientation. It will have many reminders for you.
- 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**



VOLUNTEER GUIDE TO START-UP BUSINESS MEETING

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

1. Point out the Pet Adoption Center red scrub shirts. Explain that they may wear these if they wish. It is optional.
2. Introduce yourself and other volunteers.
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 **First** and **Last** names are written on the Costs Sheet. When you have finished, give the yellow sheet to the **CFO**.
5. Tell the **CFO** to go to their desk 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, then give the **CEO** to sign.
 - The **CEO** will distribute direct deposit forms to all employees and collect them when filled out.
 - a. Prepare the Bank bag on the desk with items listed in CEO instructions.
 - b. Sign and distribute paychecks.
 - c. Review the Opening Speech for the Town Hall Meeting.



Student Name	Amount	Units	Points	Salary	Pay
CEO	375.00	30.00	7.7	3.0	
CFO	300.00	30.00	6.7	3.0	
Volunteer 1	150.00	15.00	3.3	1.5	
Volunteer 2	150.00	15.00	3.3	1.5	
Volunteer 3	150.00	15.00	3.3	1.5	
Volunteer 4	150.00	15.00	3.3	1.5	
Volunteer 5	150.00	15.00	3.3	1.5	
Volunteer 6	150.00	15.00	3.3	1.5	
Volunteer 7	150.00	15.00	3.3	1.5	
Volunteer 8	150.00	15.00	3.3	1.5	
Volunteer 9	150.00	15.00	3.3	1.5	
Volunteer 10	150.00	15.00	3.3	1.5	
Volunteer 11	150.00	15.00	3.3	1.5	
Volunteer 12	150.00	15.00	3.3	1.5	
Volunteer 13	150.00	15.00	3.3	1.5	
Volunteer 14	150.00	15.00	3.3	1.5	
Volunteer 15	150.00	15.00	3.3	1.5	
Volunteer 16	150.00	15.00	3.3	1.5	
Volunteer 17	150.00	15.00	3.3	1.5	
Volunteer 18	150.00	15.00	3.3	1.5	
Volunteer 19	150.00	15.00	3.3	1.5	
Volunteer 20	150.00	15.00	3.3	1.5	
Volunteer 21	150.00	15.00	3.3	1.5	
Volunteer 22	150.00	15.00	3.3	1.5	
Volunteer 23	150.00	15.00	3.3	1.5	
Volunteer 24	150.00	15.00	3.3	1.5	
Volunteer 25	150.00	15.00	3.3	1.5	
Volunteer 26	150.00	15.00	3.3	1.5	
Volunteer 27	150.00	15.00	3.3	1.5	
Volunteer 28	150.00	15.00	3.3	1.5	
Volunteer 29	150.00	15.00	3.3	1.5	
Volunteer 30	150.00	15.00	3.3	1.5	
Volunteer 31	150.00	15.00	3.3	1.5	
Volunteer 32	150.00	15.00	3.3	1.5	
Volunteer 33	150.00	15.00	3.3	1.5	
Volunteer 34	150.00	15.00	3.3	1.5	
Volunteer 35	150.00	15.00	3.3	1.5	
Volunteer 36	150.00	15.00	3.3	1.5	
Volunteer 37	150.00	15.00	3.3	1.5	
Volunteer 38	150.00	15.00	3.3	1.5	
Volunteer 39	150.00	15.00	3.3	1.5	
Volunteer 40	150.00	15.00	3.3	1.5	
Volunteer 41	150.00	15.00	3.3	1.5	
Volunteer 42	150.00	15.00	3.3	1.5	
Volunteer 43	150.00	15.00	3.3	1.5	
Volunteer 44	150.00	15.00	3.3	1.5	
Volunteer 45	150.00	15.00	3.3	1.5	
Volunteer 46	150.00	15.00	3.3	1.5	
Volunteer 47	150.00	15.00	3.3	1.5	
Volunteer 48	150.00	15.00	3.3	1.5	
Volunteer 49	150.00	15.00	3.3	1.5	
Volunteer 50	150.00	15.00	3.3	1.5	
Volunteer 51	150.00	15.00	3.3	1.5	
Volunteer 52	150.00	15.00	3.3	1.5	
Volunteer 53	150.00	15.00	3.3	1.5	
Volunteer 54	150.00	15.00	3.3	1.5	
Volunteer 55	150.00	15.00	3.3	1.5	
Volunteer 56	150.00	15.00	3.3	1.5	
Volunteer 57	150.00	15.00	3.3	1.5	
Volunteer 58	150.00	15.00	3.3	1.5	
Volunteer 59	150.00	15.00	3.3	1.5	
Volunteer 60	150.00	15.00	3.3	1.5	
Volunteer 61	150.00	15.00	3.3	1.5	
Volunteer 62	150.00	15.00	3.3	1.5	
Volunteer 63	150.00	15.00	3.3	1.5	
Volunteer 64	150.00	15.00	3.3	1.5	
Volunteer 65	150.00	15.00	3.3	1.5	
Volunteer 66	150.00	15.00	3.3	1.5	
Volunteer 67	150.00	15.00	3.3	1.5	
Volunteer 68	150.00	15.00	3.3	1.5	
Volunteer 69	150.00	15.00	3.3	1.5	
Volunteer 70	150.00	15.00	3.3	1.5	
Volunteer 71	150.00	15.00	3.3	1.5	
Volunteer 72	150.00	15.00	3.3	1.5	
Volunteer 73	150.00	15.00	3.3	1.5	
Volunteer 74	150.00	15.00	3.3	1.5	
Volunteer 75	150.00	15.00	3.3	1.5	
Volunteer 76	150.00	15.00	3.3	1.5	
Volunteer 77	150.00	15.00	3.3	1.5	
Volunteer 78	150.00	15.00	3.3	1.5	
Volunteer 79	150.00	15.00	3.3	1.5	
Volunteer 80	150.00	15.00	3.3	1.5	
Volunteer 81	150.00	15.00	3.3	1.5	
Volunteer 82	150.00	15.00	3.3	1.5	
Volunteer 83	150.00	15.00	3.3	1.5	
Volunteer 84	150.00	15.00	3.3	1.5	
Volunteer 85	150.00	15.00	3.3	1.5	
Volunteer 86	150.00	15.00	3.3	1.5	
Volunteer 87	150.00	15.00	3.3	1.5	
Volunteer 88	150.00	15.00	3.3	1.5	
Volunteer 89	150.00	15.00	3.3	1.5	
Volunteer 90	150.00	15.00	3.3	1.5	
Volunteer 91	150.00	15.00	3.3	1.5	
Volunteer 92	150.00	15.00	3.3	1.5	
Volunteer 93	150.00	15.00	3.3	1.5	
Volunteer 94	150.00	15.00	3.3	1.5	
Volunteer 95	150.00	15.00	3.3	1.5	
Volunteer 96	150.00	15.00	3.3	1.5	
Volunteer 97	150.00	15.00	3.3	1.5	
Volunteer 98	150.00	15.00	3.3	1.5	
Volunteer 99	150.00	15.00	3.3	1.5	
Volunteer 100	150.00	15.00	3.3	1.5	

Operating Costs

Item	Amount	Point
CEO	375.00	30.00
CFO	300.00	30.00
Volunteer 1	150.00	15.00
Volunteer 2	150.00	15.00
Volunteer 3	150.00	15.00
Volunteer 4	150.00	15.00
Volunteer 5	150.00	15.00
Volunteer 6	150.00	15.00
Volunteer 7	150.00	15.00
Volunteer 8	150.00	15.00
Volunteer 9	150.00	15.00
Volunteer 10	150.00	15.00
Volunteer 11	150.00	15.00
Volunteer 12	150.00	15.00
Volunteer 13	150.00	15.00
Volunteer 14	150.00	15.00
Volunteer 15	150.00	15.00
Volunteer 16	150.00	15.00
Volunteer 17	150.00	15.00
Volunteer 18	150.00	15.00
Volunteer 19	150.00	15.00
Volunteer 20	150.00	15.00
Volunteer 21	150.00	15.00
Volunteer 22	150.00	15.00
Volunteer 23	150.00	15.00
Volunteer 24	150.00	15.00
Volunteer 25	150.00	15.00
Volunteer 26	150.00	15.00
Volunteer 27	150.00	15.00
Volunteer 28	150.00	15.00
Volunteer 29	150.00	15.00
Volunteer 30	150.00	15.00
Volunteer 31	150.00	15.00
Volunteer 32	150.00	15.00
Volunteer 33	150.00	15.00
Volunteer 34	150.00	15.00
Volunteer 35	150.00	15.00
Volunteer 36	150.00	15.00
Volunteer 37	150.00	15.00
Volunteer 38	150.00	15.00
Volunteer 39	150.00	15.00
Volunteer 40	150.00	15.00
Volunteer 41	150.00	15.00
Volunteer 42	150.00	15.00
Volunteer 43	150.00	15.00
Volunteer 44	150.00	15.00
Volunteer 45	150.00	15.00
Volunteer 46	150.00	15.00
Volunteer 47	150.00	15.00
Volunteer 48	150.00	15.00
Volunteer 49	150.00	15.00
Volunteer 50	150.00	15.00
Volunteer 51	150.00	15.00
Volunteer 52	150.00	15.00
Volunteer 53	150.00	15.00
Volunteer 54	150.00	15.00
Volunteer 55	150.00	15.00
Volunteer 56	150.00	15.00
Volunteer 57	150.00	15.00
Volunteer 58	150.00	15.00
Volunteer 59	150.00	15.00
Volunteer 60	150.00	15.00
Volunteer 61	150.00	15.00
Volunteer 62	150.00	15.00
Volunteer 63	150.00	15.00
Volunteer 64	150.00	15.00
Volunteer 65	150.00	15.00
Volunteer 66	150.00	15.00
Volunteer 67	150.00	15.00
Volunteer 68	150.00	15.00
Volunteer 69	150.00	15.00
Volunteer 70	150.00	15.00
Volunteer 71	150.00	15.00
Volunteer 72	150.00	15.00
Volunteer 73	150.00	15.00
Volunteer 74	150.00	15.00
Volunteer 75	150.00	15.00
Volunteer 76	150.00	15.00
Volunteer 77	150.00	15.00
Volunteer 78	150.00	15.00
Volunteer 79	150.00	15.00
Volunteer 80	150.00	15.00
Volunteer 81	150.00	15.00
Volunteer 82	150.00	15.00
Volunteer 83	150.00	15.00
Volunteer 84	150.00	15.00
Volunteer 85	150.00	15.00
Volunteer 86	150.00	15.00
Volunteer 87	150.00	15.00
Volunteer 88	150.00	15.00
Volunteer 89	150.00	15.00
Volunteer 90	150.00	15.00
Volunteer 91	150.00	15.00
Volunteer 92	150.00	15.00
Volunteer 93	150.00	15.00
Volunteer 94	150.00	15.00
Volunteer 95	150.00	15.00
Volunteer 96	150.00	15.00
Volunteer 97	150.00	15.00
Volunteer 98	150.00	15.00
Volunteer 99	150.00	15.00
Volunteer 100	150.00	15.00

Total Business Costs (Salaries plus Operating Costs) Loan Amount



(Go to next page.)



- The **Sales Associate** will help set prices, arrange the display, set up and learn how to operate the sales Computer.
 - The **Grooming Technician** will read the Grooming Technician Procedure Sheet found on the examination table.
 - The **Grooming Technician and Veterinarian** will read the benefits of adoption, microchipping, pet owner pledge, and feelings tabs on the examination table flip chart.
 - The **Veterinarian** will read the Veterinarian Procedure Sheet on the examination table.
9. All Pet Adoption Center 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. Later in the day they will be interviewed by JABT Live.
- The **CFO** will continue paying bills when invoices arrive and begin to deposit business income.
- The **Grooming Technician** will begin with the grooming procedures.
- The **Veterinarian** will begin Pet Exams and Rabies vaccinations.
- The **Sales Associates** will assist customers with sales, pet adoptions, and Photo Booth pictures on the sales computer.



Mid-Day 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 your lunch 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 assist with retail sales if necessary.
- The **CFO** will continue to make deposits to pay back their loan. They will prepare the Blue Profit/Loss Report at the end of the day during the last green break to be read at the Closing Town Meeting.
- **Sales Associates** will continue keeping track of adoptions per break and all sales on the computer.



END OF DAY – CLEAN UP

- Employees should make their workstations look like they did at the beginning of the day.
- Please collect the **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 have been written on should be placed in the recycle bin.
- Pencils and scissors are returned to pencil cups on each desk.
- Any clothing worn has been returned to its original location.
- Make sure all wellness checkup equipment is placed in the correct 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 you for your help! We cannot do it without you!