

## Welcome to Your Volunteer Day at JA BizTown in STL JA Wellness Center!

We appreciate all your assistance today in making this an outstanding learning experience for the employees in STL JA Wellness 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.

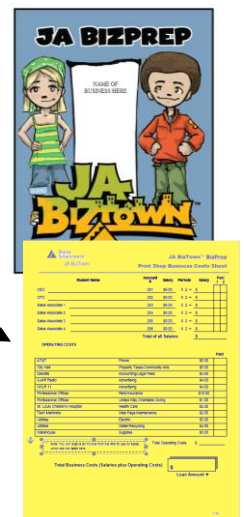
### Your Day

- STL JA Wellness Center provides wellness for our citizens, promotes healthy eating and lifestyle habits, and gives students the opportunity to have a light workout during their visit time.
- 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. 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 and 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 with the students, **please be sure to complete the following.**

1. Introduce yourself and other volunteers.
2. 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.
3. Ask the CEO for the yellow **Business Cost Sheet**.
4. 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 their computer. They will print the payroll checks, which the **CEO** will sign and hand out.



**Go to next page.**

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6. Explain that all workers should now read their **job tasks either on their desk or on their computer.**
- The **CEO** will distribute direct deposit forms and collect when finished. Once collected, place direct deposit application forms, loan application, and promissory note in blue bank bag on your desk.
  - The **CEO** will practice the Opening Town Hall Meeting Speech and STEM interview script.
  - The **Receptionist** will learn how to process memberships, enter customers into the raffle and set up the Point of Sale on their computer.
  - The **Yoga Instructor** will familiarize themselves with the yoga instruction they will be conducting.
  - The **Health Consultant** will review the stress-relieving activities they will be presenting to their clients.
  - The **Fitness Specialist** will review the proper way to instruct citizens on fitness activities and pick up printed material from the Print Shop when the CFO asks.
7. All **STL JA Wellness 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 deliver the blue bank bag to the business window at First Bank. The **CEO** will ask each employee to make their pledge to United Way and list it on the bright **green** Pledge Card on their desk.
- The **CEO** will complete invoices and send them electronically to each business. Billing is found in the Billing Standard section of their computer. Sometime during the workday, the **CEO** will be asked to do a STEM interview at KPLR 11.
- The **CFO** will process invoice payments using their computer throughout the day.
- The **Receptionist** will accept the \$1.00 debit card payment for a STL Wellness Center membership card. They will assist the client in signing up for or attending the various stations in the STL Wellness Center. Every time a client partakes in a session, they will receive a raffle ticket. They can earn up to 3 raffle ticket.
- The **Fitness Specialist** will assist and monitor clients during a moderate workout activity and educate citizens on the importance of physical activity. They will conduct various fitness contests.
- The **Yoga Instructor** conducts exercise activities during each break.
- The **Health Consultant** will conduct a survey on healthy choices and positive mental health lifestyle habits. They will also offer an activity for the client to complete during the session.

## 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 for a group staff meeting. 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 lunch** at The JA Café, (you are welcome to have lunch with your child when they go on their 2<sup>nd</sup> break.)
- **Spend their money**, it will be their final opportunity to shop.
- **Return to work** at the end of the 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 ROTAT

- The **CFO** must track incoming business payments using the Accounts Receivable and Accounts Payable section of their computer.
- The **CFO** must 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 **Receptionist** will continue to process visitors for health assessments, workouts, and yoga sessions.
- The **Yoga Instructor** conducts exercise activities during each break.
- The **Fitness Specialist** will assist and monitor clients during a moderate workout activity and educates citizens on the importance of physical activity. They will continue the various fitness contests.
- The **Health Consultant** will conduct surveys on healthy eating and positive mental health lifestyle habits.
- The **Health Consultant** and **Fitness Specialist** will work together to complete their Closing Town Hall Meeting speech.

## **END OF DAY – CLEAN UP**

- Employees should make their workstations look like they did at the beginning of the day.
- Collect all **job neck wallets**, empty them, and return to the original place.
- CFO should remove all papers from folders and place in the blue recycle bin.
- Any papers that are written on should be placed in a recycle bin.
- Pencils and scissors are in the holders.
- Please be sure all lights, candles, fountains are turned off before dismissal.

**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!**