

# Welcome to JA BizTown®!

The following slides provide you with an overview of JA BizTown® businesses, the visit day experience, and your role as a volunteer. You will support and assist the students with their jobs throughout the day! You will guide a group of students in your assigned business and may have additional volunteers working with you.

Volunteers are key to the success of this program, and we hope your day will be rewarding and memorable!



Member of  
JA Worldwide

# What is JA BizTown®?



Elementary school students are not old enough to drive, work, or vote. That doesn't stop them from operating banks, running businesses, managing checking accounts and earning a profit at JA BizTown®! The Donald O. Schnuck JA BizTown® is a mini-city in which kids discover how the "real world" works. Each day, about 100 fourth through sixth graders become JA BizTown® "citizens" where they work in one of 17 businesses, make financial decisions, pay taxes, and donate to charity. After 12 lessons taught by the classroom teacher, students come to JA BizTown® for the learning experience of their lives! Each citizen has a job for the day, gets paid twice, opens a savings account, shops, may get fitness check-ups, is possibly interviewed on TV, and much more. The time spent at JA BizTown® may be only one day, but the impact this experiential learning provides will last a lifetime!

# Experiential Learning

- JA BizTown® provides an authentic experience with its real-world simulation of a small town for fourth - sixth grade students.
- In their roles of JA BizTown® citizens, students learn what it is like to function in the real world, with interactive opportunities to apply classroom learning as well as use problem-solving and teamwork skills.
- When students “learn by doing,” their learning experience is more memorable!



## JA BizTown® is home to 17 different businesses, all of which provide unique needs to its citizens.

1. **Ameren** - provides electricity & recycling to JA BizTown businesses
2. **Bayer** - science related research and retail store
3. **Biz Mart** – custom made slime and other items for sale
4. **Career & Learning Center** – educational center
5. **City Hall** – employs the JA BizTown mayor, town security, voting, IRS, editor, parks & rec and art director
6. **First Bank** – deposit paychecks, open savings account, and investments
7. **JA Café** – sells fresh-baked cookies, popcorn & drinks
8. **KJAR Radio** – plays music & reads business ads
9. **KPLR 11** – live interviews & weather reports
10. **Mastercard** – processes payments for businesses and sells online retail items
11. **Pet Adoption Center** – adopt a pet and wellness checkups
12. **Print Shop** – sells photo IDs & other retail products
13. **Professional Offices** – provides legal & accounting services, nonprofit giving
14. **STL JA Wellness Center** – health care, nutrition, and fitness facility for JA BizTown citizens
15. **Tech Mahindra** – designs & maintains business websites through coding
16. **Warehouse** – houses business supplies, delivery of online orders, sells candy grams and postcards
17. **World Wide Technology**– provides technology services

# Your Role as a Volunteer

- Arrive on time and provide real-world experience and advice to the students
- Be positive and encouraging
- Guide and remind students of job tasks
- Keep students engaged, calm, and on track
- Troubleshoot problems should they arise (JA staff is always there to assist!)
- Have fun!





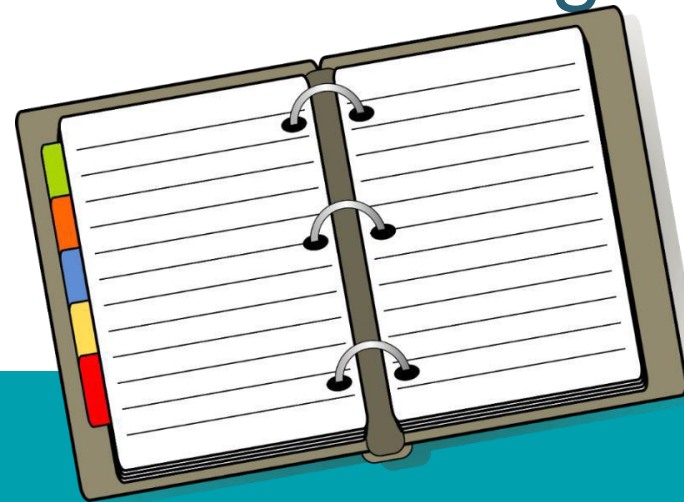
# JA BizTown® Student Business Goals

- Businesses will apply and attempt to pay off their loan and make a profit
- Each student will manage his or her own bank account
- Each student will participate in the JA BizTown® economy by earning and spending money
- Have fun!



Upon arrival to JA BizTown<sup>®</sup>, you will participate in a short **Volunteer Scavenger Hunt** to familiarize yourself with JA BizTown<sup>®</sup> and your assigned business.

Then, you will receive **training** from a JA staff member. You will also receive a detailed **volunteer manual** to refer to throughout the day.



# Overview of the JA BizTown Day

## 15 Minutes **Student Welcome/Orientation**

## 45 Minutes **Business Start-Up**

- CFO takes out loan and processes payroll.
- Business supplies delivered from Warehouse.
- Students read/review job responsibilities.
- Price-setting

## 15 Minutes **Opening Town Meeting**

- Introduction of Mayor and his/her speech that highlights the importance of voting and pending awards
- CEOs present brief description of their business (except Attorney and Ameren CEO)
- National Anthem

## 60 Minutes **Employee Work/Break Rotations (3 sessions/20 minutes each)**

- Deposit first paycheck and pick up debit card from MC.
- All businesses open and begin work.
- Employees begin taking breaks based on their neck wallet color.

## 10 Minutes **Mid-day Banking Meeting (center of JA BizTown)**

- Enter first break debit purchases and Career and Learning check deposit, if haven't already.
- Record second paycheck direct deposit transaction.
- Prepare \$1.50 check to First Bank to open savings account. Check will be entered into checkbook register

## 90 Minutes **Employee Work/Break Rotations (3 sessions/30 minutes)**

- Drop savings check at First Bank.
- Second employee bank deposit will be direct deposit
- Employee lunch session (volunteers may eat with their student at this time)
- Employee shopping continues

## 15 Minutes **Business Clean-Up**

- Business restored to original set-up
- Remaining inventory organized
- CFOs prepare Profit/Loss Report
- Volunteers collect and empty neck wallets and oversee business cleanup.

## 20 Minutes **Closing Town Meeting**

- Mayor speaks
- Awards presented; Voting results reported
- End-of-Day Reports: CFO share profit/loss
- Mayor thanks volunteers, etc.





- **Please arrive to JA BizTown® at the time provided on your JA volunteer training email. This will ensure that you will have adequate time to be properly trained in your assigned business.**
- Bring cash if you would like to purchase a Candy Gram for your student. (*\$1 each*)
- Bring a lunch (JA does not provide any vending machines, microwave, fridge, or coffee).
- Dress comfortably and be prepared for an active day!

# JA BizTown® Volunteer Check-In Process

Upon arrival, you will:

- Be greeted by a JA staff member
- Sign in and pick up your name tag
- Bring all your belongings with you into your business
- Participate in the JA BizTown® Volunteer Scavenger Hunt and business training with a JA staff member
- Receive a coupon for one snack and drink



The restrooms in JA BizTown® are for **student use only**. The **adult restrooms** are located down the main hallway of the JA reception area.

Please return to the Online  
Volunteer Training webpage to  
complete Step 3 of your training.

[CLICK HERE](#)



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