



Welcome to Your Volunteer Day at JA BizTown in Bayer!

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

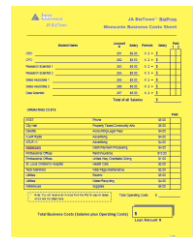
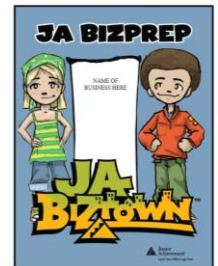
Your Day

- Bayer is a retail store in which research scientists extract strawberry DNA and produce “Little Sprout” necklaces and sell assorted science-related items. The data scientist collects data to determine the best crop to plant on given acreage.
- 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 & Reminders
 - Second Work/Break Rotation and 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. Point out the Bayer lab coats. 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** using the Business Costs Sheet. Please double check **FIRST** and **LAST** names are written on the Cost Sheet. When you're finished, give the yellow sheet to the CFO.
5. Explain that all workers should now read their **job tasks** either on the laminated sheet on their desk or on the computer.



- The **CFO** will print payroll checks for pay period one, give to CEO to sign.
- The **CEO** will distribute direct deposit forms to all employees and collect when filled out.
 1. Prepare Blue bank bag on desk with items listed on the bag.
 2. Sign and distribute the paychecks.
 3. Review the Opening Speech for the Town Hall Meeting.

(Go to next page)



- The **Sales Associate** will help set prices, arrange the display, and learn how to operate the sales computer.
 - **Research Scientists** will learn how to extract DNA and make “Little Sprout” necklaces by reading all instructions. They can make 2 examples. DNA and “Little Sprouts” will be created when ordered by a customer.
 - **Data Scientist** will study instructions. Later they will collect data by completing a scavenger hunt activity. They will study and analyze this data to best determine seed utilization. They should also look over and practice KPLR interview script.
6. All Bayer 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 First Bank during the first red break. They will ask each employee to make their pledge to United Way using the bright green Pledge card on their desk.
- The **CFO** will pay bills throughout the day.
- The **Sales Associates** will take work orders and assist customers with sales.
- The **Research Scientists** will assemble “Little Sprout” necklaces and extract DNA for customer orders. Follow all instructions.
- The **Data Scientist** will go around JA BizTown collecting data for analysis. Also, they will be interviewed by KPLR 11 at some point during the visit day. A KPLR11 employee will escort the Data Scientist when it is time for the interview.



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 with your child during the 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 continue to sign checks as needed and assist the Sales Associates and/or Research Scientists.
- The **CFO** must prepare a Business Profit/Loss Report to read at the Closing Town Meeting. This is done as soon as all sales and deposits have been made.
- The **Sales Associates** will continue to assist customers. Sales of DNA should stop about 10 minutes prior to the end of the rotation.
- The **Research Scientists** will finish all orders of DNA and “Little Sprouts” at least 5 minutes before the end of the last break rotation.
- The **Data Scientist** will analyze the data and decide what should be planted in the fields.



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 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.
- Price cards returned to the zippered envelope.
- 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 you for your help today! We can't do it without you!