

## Welcome to Your Volunteer Day at JA BizTown City Hall!

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

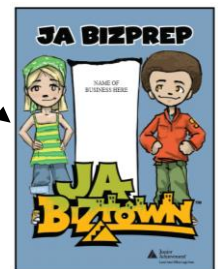
### Your Day

- City Hall collects payroll and property taxes, exhibits artwork, compiles a newsletter, offers voting, parks, and recreation activities, enforces rules, and presents awards.
- 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

## 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. Introduce yourself and other volunteers.
2. Make sure that the **MAYOR** has the **JA BizPrep** envelope, containing work that the students completed at school. They will need these pages throughout the day.
3. Ask the **MAYOR** for the yellow **Business Costs Sheet**.
4. Hand out **neck wallets** according to student job placement. Please double check **First** and **Last** names are written on the Costs Sheet. When you're finished, give the yellow sheet to the **TOWN TREASURER**.



Account Name	Budget	Money	Payroll	Sales	Profit
Advertising	100	100		100	
Buy Goods	100	100			
Buy Payroll	100	100			
City Hall Building	100	100			
City Hall Security	100	100			
City Hall Utilities	100	100			
City Hall Insurance	100	100			
City Hall Taxes	100	100			
City Hall Salaries	100	100			
City Hall Rent	100	100			
City Hall Supplies	100	100			
City Hall Training	100	100			
City Hall Other	100	100			
Total of all items					

5. Tell the **TOWN TREASURER** to go to the computer 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 the computer.
  - a. The **TOWN TREASURER** will print payroll checks, which the **MAYOR** will sign and distribute to all City Hall employees.
  - b. The **Mayor** will distribute direct deposit application forms to all employees and collect them when filled out.
  - c. The **Mayor/CEO** will prepare the bank bag on desk with items listed in Mayor's/CEO instructions.
  - d. The **MAYOR** will hand out the first pay period checks.
  - e. The **Mayor** will review and complete the Opening speech for Town Hall Meeting.

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# City Hall

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- The **Arts Center Executive Director** will prepare advertising; prepare a speech for the Opening Town Meeting and practice interview script.
  - The **Election Commissioner** will set up the voting booths, the Display Board and prepare advertising.
  - The **Security Specialist** will review the JA BizTown Rules and prepare a speech for the Opening Town Meeting.
  - The **Security Specialist** will also set out laminated number cards around the Gazebo in preparation for the Opening Town Meeting.
  - The **City Bulletin Editor** will read instructions to prepare for creating the City Bulletin. They may select articles of interest. After the Opening Town Hall Meeting, they will compile, print, and deliver the bulletin to citizens.
7. All City Hall employees, except for the **Security Specialist**, should 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 first work/break rotation.**

## **GUIDE TO THE FIRST WORK/BREAK ROTATION**

- The **Mayor** will deliver the blue bank bag to the business window at Central Bank. They will ask each employee to make their pledge to JA Charitable Giving and list it on the bright green Pledge Card
- The **Town Treasurer** will process invoice payments as they arrive, which the Mayor signs if needed.
- The **Town Treasurer** will track incoming business payments in the accounts receivable section of the computer and on the yellow Invoice/Accounts Receivable checklist.
- The **IRS Agent** will prepare e-bill taxes and collect e-signatures from citizens.
- The **Arts Center Executive Director** will set up the art exhibit around the gazebo. Instructions are provided in the gray bin next to the pictures. The Art Center Executive Director will be interviewed by JABT Live. Remind them to bring all props with them.
- The **Election Commissioner** will put out the display board, hang up the ads and assist voters during the voting process.
- The **Security Specialist** will deliver and hang JA BizTown rules list in each business and patrol JA BizTown to enforce those rules.
- The **Parks & Recreation Manager** will create a flyer promoting a planting activity and rock painting. They will set up the activities.
- The **City Bulletin Editor** will create a City Bulletin with news articles and advertisements.

## **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** at The JA Café. (You may eat with your student 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 **Mayor** finishes the surveys and fills out the certificates for the Quality Business of the day and the two Citizens of the Day.
- The **Mayor** will prepare his/her Closing Town Meeting Speech.
- The **Town Treasurer** must track incoming business payments on the yellow Invoice/Accounts Receivable Checklist.
- The **Town Treasurer** 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 **IRS Agent** will collect any remaining tax payments.
- The **Arts Center Executive Director** will continue assisting visitors and break-down the exhibit halfway through the 2<sup>nd</sup> **Green** break.
- The **Election Commissioner** keeps encouraging citizens to vote, will get a JA staff member to print off the voting report and prepare the Closing Town Meeting Speech when the second **Green** break has about 10 minutes left.
- The **Security Specialist** will analyze citizen infractions from the day to choose the Safe Business and prepare the Closing Town Meeting Speech.
- The **Security Specialist** will place laminated cards around the Gazebo in preparation for the Closing Town Meeting halfway through the 2<sup>nd</sup> **Green** break.
- The **Parks & Recreation Manager** oversees the planting activities. They clean up during beginning of 2<sup>nd</sup> **Green** break.
- The **City Bulletin Editor** prints and delivers the Bulletin to citizens,

## 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.
- The CFO should remove all papers from file folders and place in the recycle bin.
- Any papers that are written on should be placed in the recycle bin.
- Pencils and scissors are in holders.
- Any business clothing, voting placards, has been returned to its original location.
- Straighten up the gazebo and recycle all used paper.

**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 can't do it without you!**