

Welcome to Your Volunteer Day at JA BizTown in Ameren!

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

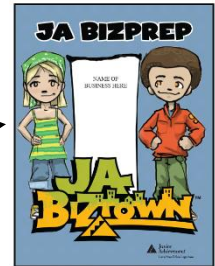
Your Day

- In Ameren, electricity is generated, meters are read, bills are printed, filters are changed, recycling is picked up, and income is received.
- 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
- Some general information is in the front pocket of this binder.

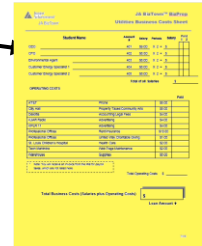
VOLUNTEER GUIDE TO START-UP BUSINESS MEETING

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. Point out vests and hard hats hanging on the wall. Explain that they may wear these if they wish. It is optional.
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'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 their computer. When the supplies arrive from the Supply & Print shop, give the Electric Utility Certificate to the Line Worker.
- The **CFO** will take out a business loan and print paychecks for pay period one, give to CEO to sign.
 - The **CEO** will distribute direct deposit application forms to all employees and collect when filled out.
 - a. Prepare the blue bank bag on the desk with items listed in CEO instructions.
 - b. Sign and distribute first pay period checks and review their speech for the Opening Town Hall Meeting.

(Go to next page.)

- The **Environmental Agent** will process recycling bills during Business Start-up.
 - The **Line Worker** will practice meter reading
 - The **Engineer** will study energy information and practice STEM TV interview script. Later in the day an employee from JABT Live will come for them.
10. All Ameren employees must remain in the business until it is time for the **Opening Town Hall 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 Central Bank. They will ask each employee to make their pledge to JA Charitable Giving using the Pledge card on their desk.
- The **CEO** will process electric bills after receiving the meter reading from the **Line Worker**. This is done from the Billing Standard section on their computer.
- The **CFO** will process invoice payments as they arrive.
- The **Line Worker** will read meters (3-5 at a time) and bring the information back to show the CEO.
- The **Engineer** will conduct energy audits and replace dirty air filters in businesses with clean filters.
- The **Engineer** will be interviewed by JABT Live when a JABT Live employee comes for them. All props from STEM basket should go with them.
- The **Environmental Agent** will go to each business with the recycling cart and conduct the Recycling Survey. Begin processing recycling invoices for all businesses.

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 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 **CEO** will continue to prepare invoices for the business and collect payment.
- The **CFO** will track incoming checks on the accounts receivable section on their computer. (There is also a yellow checklist that may be helpful).
- 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 entered.
- The **Engineer** will replace the clean filters with dirty filters in all businesses. (Explain that JA BizTown is getting ready for the next day.)
- The **Line Worker** will continue to read electric meters and report readings to the **CEO**.
- The **Environmental Agent** will collect payments from all businesses for recycling.

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.
- Clean filters only in the rolling cart.
- The CFO should remove all papers from 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 clothing worn should be 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!