
Welcome to Your Volunteer Day at JA BizTown in the Career & Learning Center!

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

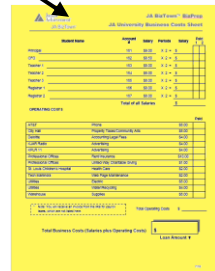
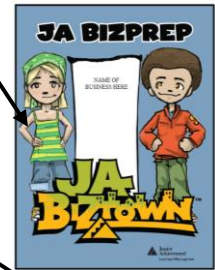
Your Day

- The Career & Learning Center provides career and advanced education opportunities for JA BizTown citizens.
- 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, **please be sure to complete the following.**

1. Introduce yourself and other volunteers.
2. Make sure that the **President/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 **President/CEO** for the yellow **Business Costs Sheet**. Hand out **neck wallets** according to the 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.
4. Tell the **CFO** to go to the computer and begin processing the payroll, following the instructions on the computer.
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 Warehouse Supply basket arrives, give the deposit tickets and diplomas to the Admissions Officer.
 - The **CFO** will print payroll checks, which the **Director/CEO** will sign.
 - The **Director/CEO** will distribute the direct deposit application forms and collect once filled out by employees. They will hand out the first pay period checks.
 - a. Prepare the bank bag on desk with items listed in the CEO instructions.
 - b. Distribute pay checks to each employee.
 - c. Review the Opening Speech for the Town Hall Meeting.



(Go to next page.)

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- The **Admissions Officer** will learn how to sign in customers and accept payment.
 - The **Teacher** will learn how to aid customers with the educational lessons on trades and academic skills. One teacher will also prepare and give the on-air STEM interview.
 - The **Career Advisor** trains on the career programs available, decorates the career board, administers the interest inventory to citizens and shows videos.
6. All Career & Learning 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 **Director/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 **CFO** will pay bills throughout the day.
- The **Teacher** will assist customers with the educational lesson.
- The **Teacher** will be interviewed by JABT Live. They should take props with them.
- The **Director/CEO** or **Admissions Officer** will take payment for the Career and Learning Center from each customer. A Diploma, a deposit ticket, and a \$3.00 check will be given to the customer upon successful completion of the lesson.

Mid-Day Banking Meeting

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 and
- **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 **Director/CEO** will continue with Career & Learning Center business, including signing the customer checks for completed lessons.
- The **CFO** will continue to pay bills and make deposits to pay back their loan and earn income. They may also assist with admissions and classes when needed.
- The **CFO** must prepare a Business Profit/Loss Report to read at the Closing Town Meeting. This will take place only after all clients have left.
- The **Admissions Officer** will continue to process customers.
- The **Teacher** will continue aiding customers with the lesson.

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 and place them in the original place.
- The CFO should remove all papers from the folders and place in recycle bin.
- Any papers that are written on should be placed in the recycle bin.
- Pencils and scissors are in holders.

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!