

## Welcome to Your Volunteer Day at JA BizTown Knick Knacks

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

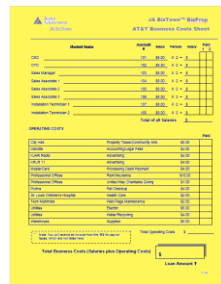
### Your Day

- Knick Knacks sells many items; fans, key chains, blow up balls, and other various retail items. Customers will keep the items they purchase.
- When the citizens arrive, they will be seated in the center of town. 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. They should keep check book, BizTown cash, and debit card in their neck wallet throughout the day.
- 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 BUSINESS START-UP

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 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 CEO for the yellow **Business Costs Sheet**. Hand out **neck wallets** according to student job placement. Employees should wear neck wallets all day. 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, take out the business loan 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.**



- The CFO will print paychecks for pay period one, give to CEO to sign.
- The CEO will distribute direct deposit application forms to all employees and collect them when they are filled out.
  - a. Prepare the **Green** Bank bag on the desk with items listed in CEO instructions.
  - b. Sign and distribute the paychecks.
  - c. Review the Opening Speech for the Town Hall Meeting.

**(Go to next page.)**

# KNICK-KNACKS

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- **Sales Associates** will set prices for sale items and follow directions on their computer to set up point of sale. **All** items for sale should be included.
  - **Sales Associates** will learn how to conduct sales, and one **Associate** will pick up printed checks from the Staff Area for the CEO.
6. Knick Knacks employees must remain in the business until it is time for the **Opening Town Meeting**.

You will use the next page for information on the first work/break.

## GUIDE TO THE FIRST WORK/BREAK ROTATION

- The **CEO** will deliver **Green** Bank bag to the Central Bank Business window.
- The **CEO** will also ask each employee to make their pledge to JA Charitable Giving and list it on the bright green Pledge Card. A representative from Non-Profit will collect the pledge card later in the day.
- The **CEO** will sign all checks and assist the Sales Associates, when necessary. They will also be interviewed by JABT Live and should look over their STEM speech.
- The **CFO** will begin to process bill payment in the Accounts Payable section of their computer. Checks (if applicable) will print to the Staff Area and the **CFO** should ask a **Sales Associate** to pick them up.
- **Sales Associate**: If all items are sold, please check with a JA staff member to see if more are available.

## **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, where they will use JA BizTown cash to purchase a drink. (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 assist with sales, if necessary, and meet and greet business representatives
- The **CFO** will continue to make payments toward their Business Loan.
- The **CFO** must prepare the Business Profit/Loss Report to read at the Closing Town Meeting. This is done as soon as all retail sales are completed.
- **Sales Associates** will facilitate sales and keep the sales area looking neat and orderly.

## END OF DAY – CLEAN UP

- Employees should make their workstations look like they did at the beginning of the day.
- All Employee instructions sheets must remain at JA BizTown. Please collect the **job neck wallets**, empty them, and return them to the original place.
- The CFO should remove all used papers from folders and place them in the recycle bin.
- Pencils, scissors and dry erase markers are in the 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 donations 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!**