

## Welcome to Your Volunteer Day at JA BizTown Biz Mart

We appreciate all your assistance today in making this an outstanding learning experience for the employees in Biz Mart. Please dispose of any coffee, juice, or soda in The JA Café **BEFORE** students arrive. You may have bottled water in your business all day.

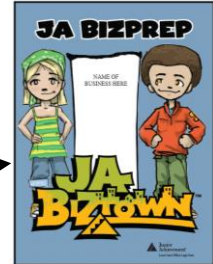
### Your Day

- Biz Mart sells custom made slime, and several other retail items. Customers will keep the items they purchase.
- 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
- Some general information is in the front pocket of this binder.

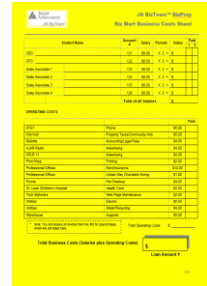
## VOLUNTEER GUIDE TO START-UP BUSINESS MEETING

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. 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. 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.

- 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 when filled out.
  - a. Prepare the Blue bank bag on desk with items listed on the bag.
  - b. Sign and distribute the paychecks.
  - c. Review the Opening Speech for the Town Hall Meeting.

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- **Sales Associates** will follow directions on their computer to set up point of sale. All items for sale should be included. All items should be priced using price tags and clips in zipper pouch on sales desk.
  - **Sales Associates** will learn how to conduct sales, and one **Associate** will pick up printed checks from the Print Shop. They will set up the displays for the day and price items that are for sale.
6. All Biz Mart employees must 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.

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## GUIDE TO THE FIRST WORK/BREAK ROTATION

- The **CEO** will deliver blue bank bag to the First Bank Business window. They will also ask each employee to make their pledge to United Way and list it on the bright green Pledge Card.
- The **CEO** will sign all checks and assist the Sales Associates, when necessary. They will also be interviewed by KPLR 11 sometime during the business day and should look over their STEM speech.
- The **CFO** will continue to process invoice payments as they arrive. Checks (if applicable) will print to the Print Shop and the **CFO** should ask a **Sales Associate** to pick them up.
- **Sales Associates**: If all items are sold, please check with a JA staff member to see if more are available.

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## **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 assist with sales, if necessary, and meet and greet business representatives
- The **CFO** will continue to make deposits.
- 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, checking customers' accounts to make sure that they have sufficient funds.

## 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.
- 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.

**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!**