

Welcome to Your Volunteer Day at JA BizTown in the Warehouse!

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

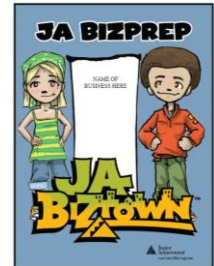
Your Day

- The Warehouse is a business that sells supplies to JA BizTown businesses. They also deliver merchandise sold on-line and processed through Mastercard. They also sell Postcards and Candy Grams.
- 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**

VOLUNTEER GUIDE TO START-UP

During your business start-up with the students, **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 their computer.
5. Explain that all workers should now read their **job tasks either 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 forms to all employees and collect when filled out.
 1. Prepare the Blue bank bag on desk with items listed on the bag.
 2. Sign and distribute the paychecks.
 3. Review the Opening Speech for the Town Hall Meeting.

- The **Inventory Control Specialist** should deliver the supplies to the businesses from the blue baskets and become familiar with the process for filling/delivering on-line orders. Look over the STEM Interview.
 - The **Sales Associate** should begin **POS Setup**, following their instructions on the computer for the sale of postcards and candy grams. This is a debit card only business.
Postcards are 50¢.
Candy grams are \$1.00.
 - The **Mail Carrier** checks for mail in the central postal box and sorts and prepares to deliver as needed.
6. All Warehouse 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 **CEO** will take the blue bank bag to the business window at the bank during the first red break. They will ask each employee to make their pledge to United Way using the Pledge card on their desk. They can begin preparing invoices on their computer.
- The **CFO** will process invoice payments as they arrive.
- The **Inventory Control Specialist** will use the Warehouse Inventory Sheets to restock the baskets for the next day. They will process the online orders from Mastercard and deliver them. Check with the CEO that invoices were prepared, if so, collection of the checks from all the businesses can begin using the checklist. Checks should be given to the CFO once collected. The Inventory Control Specialist will be interviewed by KPLR 11 at some point.
- The **Sales Associate** will continue to monitor retail sales.
- The **Mail Carrier** delivers mail as needed and prepares and delivers volunteer appreciation certificates.

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 lunch with your student during the second break)
- **Spend their money**, it will be their final opportunity to shop.
- **Return to work** at the end of the 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 **CFO** must track incoming payment on the yellow Invoice/Accounts Receivable Checklist. They will prepare the Blue Business Profit/Loss Report at the end of the day during the last green break to be read at the Closing Town Meeting.
- The **Inventory Control Specialist** will continue with the collection of the checks from all the businesses and give to CFO, they will continue to receive on-line merchandise orders from the CEO and fill the orders and deliver merchandise to customers.
- The **Sales Associates** will continue with retail sales.
- The **Mail Carrier** delivers mail as needed and prepares and delivers candy grams.

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.
- 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 a donation to sponsor a student at JA BizTown for as little as \$25.00.

Thank for your help today! We can't do it without you!