

JA BizTown Volunteer Manual

Welcome to JA BizTown! Thank you so much for spending the day volunteering in one of our amazing businesses in JA BizTown.

General Information:

All JA BizTown Chromebooks use the same log in information to turn on. If any of the laptops need to log back in at any point, use the following information:

Username: biztown@student.vigoschools.org

Password: vcscbiztown

****If you need the log in information for the simulation website, it is on a label already on the Chromebook.***

If you need the wifi password, it is:

Wifi Name: vcscguest

Password: vcscguest

Visit Day Schedule of Events:

9:00 AM **Students Arrive**

When the students arrive, they will head to the cafeteria to put their stuff away and then be seated in the common area of JA BizTown. We encourage you to listen to the orientation that they receive.

9:15 AM **Business Start Up Session**

At the end of the orientation, the employees will report to you in the business.

The first things you should do are:

1. Introduce yourself and have the students introduce themselves.
2. Hand out their neck wallets.
3. If any students have to wear PPE equipment, lab coats, etc., have them put those items on at this time.
4. Direct them to begin reading their instructions and complete any tasks that HAVE TO HAPPEN during the business start up session.

Students will either have instructions laminated at their desk, instructions on their computer, or sometimes both. Make sure they read through their instructions before completing any tasks. **REMEMBER: ALL STUDENTS MUST STAY IN YOUR BUSINESS**

UNLESS THEY HAVE TASKS STATED IN THEIR INSTRUCTIONS TO GO TO OTHER BUSINESSES.

*If anyone has trouble finding the printer, click “See More” and select either Printer 1 or Printer 2.

Before the Opening Town Meeting, please make sure the following tasks are completed:

1. All employees filled out the green Direct Deposit Form and given it to the CEO.
2. The CFO submitted the paychecks online, printed them, AND picked them up from the printer; the CEO has signed the paychecks; and all paychecks were distributed to the students.
3. Whoever must set up a POS system for your business has done so.
4. The CEO and anyone else giving an Opening Town Speech has read over their speech and is prepared to present it.
5. The CEO has put the following **business paperwork** into the bank bag:
 - a. Direct Deposit Application (green)
 - b. Loan Application (from BizPrep folder)
 - c. Promissory Note (from BizPrep folder)

10:00 AM Opening Town Meeting

You can stand outside your business and listen to the opening town speeches. Once all the speeches are done, the students will head back to the businesses to begin their first work session and first breaks.

10:15 AM First Work / Break Session

The first work session lasts 60 minutes with three 20 minute breaks for each student. The breaks are organized as Red, Yellow, and the Green. Each student is assigned a color, and will go on their break during their color’s 20 minute break. During their break, student are allowed to go to any business to see what services they provide and/or items they sell.

*CEO’s **MUST** bring **business paperwork in the bank bag** to Old National Bank at the **beginning of the first red break, even if that is their break**. Make sure they don’t forget the completed Direct Deposit Application slips!

Make sure all employees within your business are ready to take on the first work session and follow their instructions. If you or any student in your business need clarification on job tasks, call a JA staff member over. We are here to support you!

11:15 AM Lunch

You can sit with your child in the cafeteria during lunch or sit in the small room across from JA BizTown to eat. You will have 30 minutes to eat lunch and go back into your business before the students return for the Mid-day Banking Meeting.

11:45 AM Mid-day Banking Meeting

All students will be called into the middle of JA BizTown for a mid-day banking meeting. This is when students will fill out their checkbooks and write a saving check to Old National Bank to open a savings account. You can either sit in your business during this meeting or stand outside your business. If students need help during this meeting, you are welcome to assist them as well.

12:00 PM Second First Work / Break Session

Make sure students continue completing their job responsibilities outlined in their instructions (either on the chromebook, laminated sheet, or both).

- Make sure the CEO continues to sign checks as needed.
- Make sure the CFO continues to pay bills, make deposits, and pays employees their second paycheck for the second work session.
- If your business needs more inventory, see a JA staff member to get items restocked.

1:00 PM Business Clean Up

During the business clean up, **you will collect the neck wallets from all students.** Make sure you take the debit card out of the neck wallet if the student has not already done so and collect all debit cards together. A JA staff member will come around to collect all debit cards. You can hang the neck wallets back on the hook where you found them.

Make sure the students complete the following:

- Put back hats, PPE, lab coats, and other clothing items they borrowed from the business.
- Clean the space and restore the business to its original set up.
- Organize the remaining inventory.
- The CFO **must** prepare a Business Profit/Loss Report to read at the Closing Town Meeting. Make sure the report is complete, and they have read over their closing speech.

1:15 PM Closing Town Meeting

The students will gather in the middle of JA BizTown to listen to the CFOs closing speeches. You are welcome to stand outside your storefront or sit with your business. After the closing town meeting, all students will return to the cafeteria to gather their belongings and ride the bus back to school.

You will need to sign out and keep an eye out for an email that contains a volunteer survey. We hope you return to volunteer in JA BizTown again next year! **Thank you for your help today! We could not do this without you!!**