



Volunteer Training Guide

IMPORTANT POINTS TO REMEMBER

ROLE AND RESPONSIBILITIES

- Provide guidance and assistance to students.
- Facilitate student staff meetings.
- Monitor student and business progress.
- Watch for teachable moments.

IMPORTANT INFORMATION

- Please silence or turn off all cell phones.
- This is a smoke free environment.
- Volunteer breaks may be taken during the 2nd Break Rotation (Lunch Break).
- Food and drink must be kept in the Y Café.
- Student job responsibilities are found in their Job Directions Booklet
- Questions or concerns should be directed to a JA BizTown staff member.
- Students may keep what they bought or brought but should leave other materials behind.
- At the end of the day, please clean up and put all materials back in place. Place also collect dollars, quarters, and vouchers.
- Return nametags, manuals, and vests.

VOLUNTEER DIRECTIONS

STAFF MEETING #1

Gather your employees into a small group. This is a time when you take charge of the group.

1. Write out and distribute nametags and add colored dots.
 - a. Use the break schedule
 - b. Start with the CFO
2. Locate the Business Cost Sheet in the Biz Prep Packet and direct the CFO to begin working by following his/her Job Directions Booklet.
3. Pass out checkbooks if students do not already have them.
4. Review student checkbooks for completion of first deposit ticket, check written for \$1.50 to open Savings Account, and checkbook register entries.
 - a. Correct if necessary
 - b. Use the Check It Out poster as a reference.
5. Be sure the CFO has printed the \$5.00 check for Supplies

BUSINESS START-UP

Business Start-Up time will last until the National Anthem is played. Please keep all students in the business during Business Start-Up time.

1. Send all students to read and begin following their Job Directions Booklets.
2. Check on the CFO to make sure that he/she is entering employees and printing out paychecks.
3. Help students with Business Start-Up based on their Job Directions.
4. Use the Business Snapshot as your guide.
5. Retail businesses complete their price setting
 - a. Nothing should be priced less than the minimum amount found on the Supply Center Inventory Sheet.
 - b. Fill out a price sheet and place it in the clear plastic sign holder
6. Once the CFO has printed all the paychecks, make sure he/she cuts them on the dotted line.
7. After the CFO has cut all the paychecks, the CEO needs to sign them and pass them out.
8. Help the students endorse the back of their paychecks.
9. All students should remain in the business until you hear the National Anthem.

VOLUNTEER DIRECTIONS

FIRST BREAK ROTATION (Snack & Shopping)

There are three break sessions lasting 20 minutes each (Red, Green, Yellow). While one group is on break, the other two groups continue working.

While on break, students will need to:

1. Go to the bank to make their first deposit and open a Savings Account.
2. Eat snack at the Y Café.
3. Shop at the retail stores.
4. Vote at the voting booths in Town Hall.

STAFF MEETING #2

Have the students bring their checkbooks and pencil to meet with you in a group. This is a time when you take charge of the group. Please do not let any students leave the business until you hear a JA BizTown staff member announce that the Staff Meeting is over.

1. Confirm that all students have their second paycheck.
 - a. If the CFO has not yet printed the second paychecks, have him/her do it now.
 - b. Help the students endorse the back of their paychecks.
2. Prepare students for their next bank deposit
 - a. Complete Deposit Ticket #2 using the Check It Out poster as a reference.
 - b. Remind the students that they cannot ask for more than \$2.00 cash.
 - c. Below is a listing of how much each employee should have written as their Net Pay on their deposit ticket.

Job Title	Gross Pay	Net Pay
CEO	\$9.00	\$8.82
CFO	\$8.50	\$8.33
File Clerk Teller Savings Officer	\$8.00	\$7.84

- d. Have the students enter their Net Deposit into their Check Register.
3. Verify that the students turned in their \$1.50 check to open their Savings Account.
 4. Ask if anyone has written checks, and if they have, confirm that it was recorded in their check register. If they haven't, encourage them to spend their money.
 5. Remind the students that this next break is their last chance to go shopping.
 6. Assess business progress for the day.

VOLUNTEER DIRECTIONS

SECOND BREAK ROTATION (Lunch & Shopping)

There are three break sessions lasting 20 minutes each (Red, Green, Yellow). While one group is on break, the other two groups continue working. During this break rotation is your chance to take a break and/or eat lunch with your child.

While on break, students will need to:

5. Go to the bank to make their second deposit.
6. Eat lunch at the Y Café.
7. Shop at the retail stores – LAST CHANCE
8. Vote at the voting booths in Town Hall.

CLEAN-UP AND STAFF MEETING #3

At this point, all businesses are closed and it is time for the students to clean-up the business and reflect on the day to discuss whether or not the business was successful.

1. Restore business to original set-up.
2. Put any remaining inventory into the Supply Center bin and have one student bring that bin back to the Supply Center.
3. Recycle any paperwork that the students do not want to take home with them and put all laminated materials back in place.
4. Collect dollar bills and quarters.
5. Collect Holy Cross and Nova vouchers.
6. Students may keep with they bought or brought but should leave other materials behind.
7. Once the business is clean, using the remaining time to talk with the students.
 - a. Ask if anyone remembers what the business goal was.
 - b. Discuss if the goal was met.
 - c. Review the things that make a business successful.
 - d. Ask if anyone felt they were personally successful.
 - e. Talk about the challenges and benefits of keeping an accurate checkbook register.
8. Please keep all students in the business until you hear a JA BizTown staff member announces that it is time for the Closing Town Meeting.