**JA BIZTOWN DAILY SCHEDULE**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Minutes</td>
<td><strong>Student Welcome/Orientation</strong></td>
</tr>
<tr>
<td>45 Minutes</td>
<td><strong>Business Start-Up</strong></td>
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<tr>
<td></td>
<td>• Staff meeting</td>
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<tr>
<td></td>
<td>• Business supplies purchased from Supply and Delivery Center ($7.00)</td>
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<tr>
<td></td>
<td>• Students read/review job responsibilities</td>
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<td></td>
<td>• Business loans processed at bank</td>
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<td></td>
<td>• Price-setting</td>
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<td></td>
<td>• Production of products and services begins</td>
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<td></td>
<td>• Recite the Pledge of Allegiance</td>
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<tr>
<td>15 Minutes</td>
<td><strong>Opening Town Meeting</strong></td>
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<td></td>
<td>• Introduction of Mayor and his/her speech highlighting importance of voting and Citizen of the Day Awards</td>
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<tr>
<td></td>
<td>• Retail and manufacturing CEOs present brief description of products</td>
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<tr>
<td>60 Minutes</td>
<td><strong>Employee Work/Break Rotations (three sessions/20 minutes each)</strong></td>
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<tr>
<td></td>
<td>• First employee bank deposit</td>
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<td></td>
<td>• Employee opens savings account</td>
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<td></td>
<td>• Retail businesses open for sales</td>
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<td></td>
<td>• Employees begin to shop</td>
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<tr>
<td>10 Minutes</td>
<td><strong>Uninterrupted Staff Meeting (at each business)</strong></td>
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<tr>
<td>90 Minutes</td>
<td><strong>Employee Work/Lunch Rotations (three sessions/30 minutes each)</strong></td>
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<td>• Second employee bank deposit</td>
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<td></td>
<td>• Employee lunch session</td>
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<td>• Employee shopping continues</td>
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<tr>
<td>10 Minutes</td>
<td><strong>Business Clean-Up</strong></td>
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<td></td>
<td>• Business restored to original set-up</td>
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<td></td>
<td>• Remaining inventory organized</td>
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<td></td>
<td>• Students prepare for final staff meeting</td>
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<tr>
<td>10 Minutes</td>
<td><strong>Final Staff Meeting (at each business)</strong></td>
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<td></td>
<td>• Volunteers review observations/learning opportunities of day</td>
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<tr>
<td>15 Minutes</td>
<td><strong>Closing Town Meeting</strong></td>
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<td></td>
<td>• Mayor speaks</td>
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<td></td>
<td>• Citizen of the Day Awards presented</td>
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<td>• Voting results reported</td>
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<td>• End-of-Day Reports: various businesses report pertinent information</td>
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<td>• Mayor thanks volunteers, etc.</td>
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</tbody>
</table>
ROLE OF THE VOLUNTEER

IMPORTANT POINTS TO REMEMBER
- Provide guidance and assistance to students.
- Conduct scheduled staff meetings.
- Please use and follow the directions as given in the Volunteer Manual.
- All directions in the Volunteer Manual, written in script, can be read word for word to students.
- Be certain break and lunch schedules are followed.
- Remind students to eat quickly during their second break, as this is their final shopping time also.

LOCATION OF IMPORTANT INFORMATION
- Emergency information is located in the back of the Volunteer Manual. Review this information with the students.
- Complete student job responsibilities are found on the Student Simulation Clipboards. Try to read each job description before students arrive to have an understanding of what each will be doing.
- Unanswerable questions or concerns should be referred to a JA BizTown staff member.

PERSONAL INFORMATION
- Your breaks may be scheduled according to need.
- Your lunch may be taken during the students’ second break period also. We do ask that you allow students to be seated at the Café tables first and you eat as tables become available. Student lunch time is limited.
- Please wear your nametag.
- At the end of the day, return the Volunteer Manuals and Student Simulation Clipboards to where you found them at the beginning of the day.
- This is a smoke-free facility. Please do not smoke on the property.

STUDENT EXPECTATIONS
- Students must remain inside the JA BizTown area for the entire day.
- Food and drinks must remain in the eating area.
- No gum or candy is allowed in JA BizTown.
FACILITATOR DIRECTIONS

START-UP TIME
(45 minutes)

Start-Up Time lasts a total of 45 minutes. This Start-Up time involves:

- Uninterrupted time for Staff Meeting #1. This meeting allows time for the discussion listed below and time for students to read their own Job Clipboards. At the conclusion of this uninterrupted time (total time to be determined by the JA Staff), the Pledge of Allegiance will be recited signaling that those students whose jobs take them out into JA BizTown may begin to perform their tasks. (Note: the only student who will be allowed to leave the business before the Pledge of Allegiance plays is the student assigned to get supplies for the business. This person will go to the Supply Center with a $7.00 check to purchase business supplies.)
- All employees remain in their business to continue with Start-Up tasks unless their job requires them to leave.
- At the conclusion of the 45 minutes, a JA BizTown staff member will request all employees to leave their business to go to the Opening Town Meeting.

Staff Meeting #1

Gather your employees into a small group. This is a time when you take charge of the group. As employees are introduced, give each student a break sticker. Note: Your CFO will be a few minutes late to your meeting, as they will be trained on the CFO computer and responsibilities by the JA Staff.

1. Introduce yourself, meet the students, and review employee responsibilities:

   ASK: Who is the CFO? (student answer)
   (Give the CFO a break sticker.)

   SAY: Your responsibilities are to print all payroll and operating costs checks. Please go to your desk now and begin to read your Student Clipboard and work on your computer.

   ASK: Who is the CEO? (student answer)
   (Put his/her name on the break schedule.)

   SAY: You are responsible for the smooth operation of the Business. You will make business operational decisions and supervise employees. Be certain all employees are familiar with their responsibilities and are courteous to customers.

   ASK: Who are the Designers? (student answer)
(Put their names on the break schedule.)

**SAY:** You are responsible for purchasing supplies from the Supply and Delivery Center. You will also produce products carefully so as to provide quality products. It may be necessary for you to personalize some of the products that you produce. Follow production directions and work steadily so as to meet production goals.

**ASK:** Who are the Sales Managers? (student answer) (Put their names on the break schedule.)

**SAY:** You will work with the CEO to determine the prices of products to be sold. You will also produce advertising flyers and posters. Greet customers courteously and accept their payments for sales. If necessary, deliver items to customers.

**SAY:** Each of you needs to read your Student Clipboards frequently to make sure that you are handling all of your responsibilities correctly.

**SAY:** After the Opening Town Meeting, our breaks will start. Let’s make sure our paperwork will be ready for making personal deposits at the Bank. Please turn in your checkbook to your first deposit ticket. Is it completed? Let’s check to be certain that you have entered the correct amount on your deposit ticket. (Refer to the Gross/Net Pay Chart below.)

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Gross Pay</th>
<th>Net Pay</th>
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<tbody>
<tr>
<td>CEO</td>
<td>$9.00</td>
<td>$8.82</td>
</tr>
<tr>
<td>CFO</td>
<td>$8.50</td>
<td>$8.33</td>
</tr>
<tr>
<td>All other BizTown jobs</td>
<td>$8.00</td>
<td>$7.84</td>
</tr>
</tbody>
</table>

**ASK:** Have you decided how much cash you will be requesting? (Be sure each student has completely filled out a deposit ticket and has not asked for more than $2.00 in cash. Remember, cash can only be used for purchases at the Café, the Newspaper, or for personal philanthropic donations. All other businesses take checks only.)

**SAY:** If you have not already finished this at school, let’s now enter your first deposit into your checkbook register. (Students have been taught to use a two-line entry method for recording entries in the checkbook register. Be sure students enter or have entered at school the net deposit (the bottom number on the deposit ticket) in the deposit column as well as in the balance column of their checkbook register. Help them add to get a new balance.)
SAY: Next, we need to be certain that you have written a check to the Bank for $1.50 to open your savings account. You should record this check to the Bank for $1.50 in the payment/debit column and in the balance column. Subtract and write the answer in the balance column.

(Be sure each student subtracts $1.50 from his or her total in the balance column of the checkbook register to get a new balance.)

SAY: Sometime this morning, you will receive an ID card from the Bank. When it is time for your break, you will get your paycheck from the CEO and endorse it. Then you will need to take your paycheck, your completed deposit ticket, your Bank ID card, and your completed checkbook register to the Bank. Don't forget to stop and see the Savings Officer to open your savings account after you make your first bank deposit. (Let students know that the Savings Officer will give them a Certificate of Savings to verify that a Savings Account has been opened.)

SAY: Now, before each of you goes to your work area to begin reading your Student Clipboards, let's quickly talk about our business goals for the day. What do you think some of our goals should be? (Students should discuss teamwork, customer service, cooperation, repayment of the bank loan and making a profit.)

Now you need to go to your work area, become familiar with your job responsibilities, and begin to work. But remember, you may not leave our business until you hear the Pledge of Allegiance.

Opening Town Meeting
JA BizTown staff will instruct students where to sit for this meeting. Please remind students to be seated quickly and quietly.

Break Rotation #1
Students are divided into three groups and will rotate to take breaks. While one group is at break, the other two groups are to continue working. Remind students to check in with their boss (the CEO) before leaving for break or work-related duties. Also remind students going to break that they must go to the Bank to deposit their paychecks.

Staff Meeting # 2
(10 minutes at the conclusion of Break Rotation #1)

Have the students meet with you in a group and bring their checkbooks and pencils. This is again a time when you must take charge of the group. Please use the entire 10 minutes and this script to assure that you complete all necessary tasks.
1. Prepare for second and final break:

   **SAY:** Please turn to your next deposit ticket and let’s complete it.
   (Be sure each student completely fills out a deposit ticket and has not asked for
   more than $2.00 in cash. Be sure students enter the net deposit, which is the
   bottom number on the deposit ticket. This net deposit should be entered in the
   deposit column as well as the balance column of their checkbook register. Have
   them add to get a new balance.)

   **SAY:** Now, we need to be certain we opened our savings account when we went to the
   Bank. Did you give your check to the Savings Officer, and did you subtract $1.50
   from your checkbook register balance?
   (Be certain each student has subtracted $1.50 from his or her total in the balance
   column of the checkbook register.)

   **SAY:** Let’s compare our checkbook register entries with the items we have bought to
   be certain that all purchases are being recorded.
   (Compare registers with purchased items to be certain that employees are
   recording each purchase. If not, bring the registers up-to-date.)

   **SAY:** This is your last chance to go shopping, so watch your time carefully and do not
   forget to eat lunch. Spend your money wisely, but spend it before leaving JA
   BizTown. You cannot take it with you.
   (Be sure each student knows what time they are to be back from break, and how
   much money they need to spend during this final break.)

2. If time allows, discuss the first production period by asking the following
   questions:

   **ASK:** Are we courteous to all of our customers?
   **ASK:** Are we creating attractive displays to advertise our products?
   **ASK:** Do our products seem to be priced properly to attract customers?
   **ASK:** Are we using good sales techniques to persuade customers to buy?
   **ASK:** Is each one of us following our Student Clipboards and doing our job?

Break Rotation #2

Students are divided into three groups and will rotate to take breaks. While one group is at
break, the other two groups are to continue working. Remind students to check in with their
boss (the CEO) before leaving for break or work-related duties. Also remind students going
to break that they must go to the Bank to deposit their paychecks and then eat lunch.
Have the students bring their checkbooks and pencils to again meet with you in a group. Remember, this is the final business staff meeting of the day. The time allotted for this Closing Staff Meeting and Clean-Up period is 20 minutes. Please use the entire 20 minutes to accomplish both goals in the manner most suitable for your business. All business production is over, and it is time to reflect on the day and discuss whether or not the business was successful.

1. **Reflection**

   **ASK:** How many of you remember what our business goal was today at JA BizTown? (Review with students that paying off the business bank loan was the business measure of success for the day.)

   **ASK:** Did we meet that business goal? (Ask the CFO to give a brief report about loan repayment, if necessary. If the bank loan was repaid, discuss how that repayment spelled success and review the concept of profit. If the bank loan was not repaid, discuss why and what could have been done differently to insure business success.)

   **ASK:** What are some things that you learned today about how a business becomes successful? (Briefly review and discuss the importance of teamwork, individual job responsibility, proper pricing, advertising, etc. necessary for a successful business.)

   **ASK:** How many of you feel that you were personally successful today? Why? Why not? (Discuss the importance of being an effective business team member and help them to recall and review the importance of circular flow.)

   **SAY:** Name some of the challenges of keeping an accurate personal checkbook register. Name a benefit of keeping an accurate checkbook register.

   **ASK:** Why is it important that before we attend the Closing Town Meeting, we each lend a hand to clean-up our JA BizTown business?

   (Discuss what needs to be done to effectively clean-up the business and oversee clean-up completion by the students.)

2. **Clean-Up**

   - Put all materials and supplies back in the original location.
• Pick-up everything on the floor.
• Check to make sure all Student Clipboards and Volunteer Manuals are returned.
• Do not turn off the computers.
  ➢ Teachers may be interested in taking completed business paperwork back to school for follow-up, especially student checkbooks. Collect these items and give to a teacher.

3. Money Collection
• Collect all JA BizTown dollar bills, gift certificates, and any other JA BizTown reusable student materials from students and adults. Give them to a JA BizTown staff member or leave them in the business.

SAY:  When you feel our business is cleaned to our best abilities, please gather your personal materials and stand by the doorway until we are called by the JA staff to attend the Closing Town Meeting.
(Be certain that students leave no personal items behind. Replace all uniforms or materials belonging to JA BizTown and wait to be called for the Closing Town meeting.)

Closing Town Meeting
Have students wait in their business until the announcement for the Closing Town Meeting. JA BizTown staff will instruct students where to sit for this meeting. Please remind students to be seated quickly and quietly.

Dismissal
As you leave, please return the Facilitator Comment Card to a JA BizTown Staff member.
BizTown Pricing Guidelines

Most products must be priced between $3.00 - $5.00 (Remember you must be able to make enough to pay off your bank loan).

Scarce items may be priced more than $5.00.

Nothing should be priced less than $1.00.

Do not lower any prices before checking with your volunteer.

Use the JA BizTown Pricing Worksheet to help you price your items.
Student Checkbooks

- Ten checks
- Three deposit tickets
- Student name in upper left-hand corner of all checks and deposit tickets.
- Student account number in lower right-hand corner of all checks and deposit tickets.

Deposit Tickets

- Payroll taxes were deducted from Gross Pay and is reflected on the payroll check as Net Pay.
- Cash out on Deposit Ticket is a maximum of $2.00 per deposit.
- The net deposit amount is written on the Deposit Ticket and deposited into the checking account, not the payroll check amount.
Checkbook Register

- The beginning balance should be $0.00
- Net deposit (payroll check minus cash out) only.
- Students make double entries (2 entries):
  - Deposit column and balance column
  - Payment column and balance column
  - Show math work in balance column

Savings Account

- A mandatory $1.50 check is written (at school) to open personal checking account.
- Opening of savings account takes place on the first break.
- Each student pays the Savings officer.
- This savings check must be recorded and subtracted on the Checkbook Register.

Thank you for your assistance today. JA BizTown couldn’t have operated without you!