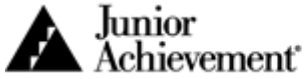


Travelers Insurance



JA BizTown®

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none">1. Leads staff meetings with volunteer.2. Prepares and gives speech at Opening Town Meeting.3. Obtains bank loan.4. Signs all business payroll checks.5. Educates JA BizTown citizens about the danger of distracted driving.6. Submit paperwork, collaborate with other business representatives, and supervise staff.	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none">1. Inputs and submits business loan to the bank.2. Inputs employee payroll information.3. Prints and distributes employee payroll checks.4. Signs payroll checks if CEO is not available.5. Pays online bills sent to business.6. Keeps all records of business expenses and payment.7. Makes business deposits to Bank.
<p style="text-align: center;">RISK CONSULTANT</p> <ol style="list-style-type: none">1. Presents risk management safety presentations to certain businesses at the start of the day.2. Completes a safety check for each business and awards a Star Rating to each business.3. Completes a property inspection and appraisal for each business using a laser measuring tool and iPad.	<p style="text-align: center;">CLAIMS & CLIENT REPRESENTATIVE</p> <ol style="list-style-type: none">1. Assists customers in completing insurance claims.2. Meets with all CEOs and sell them insurance plans.3. Sends insurance invoices to each business online.4. Provides clients with proof of insurance.
<p style="text-align: center;">ACCOUNT MANAGER</p> <ol style="list-style-type: none">1. Learns how to communicate information through Public Service Announcements.2. Creates and records video PSA about distracted driving using iMovie.3. Educates JA BizTown citizens about the dangers of distracted driving.4. Engages in face-to-face marketing about the dangers of distracted driving.	