



Welcome to Your Volunteer Day at JA BizTown in First Bank!

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

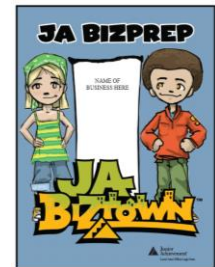
Your Day

- First Bank handles personal and business banking of all BizTown citizens and businesses. Personal banking customers come into the bank. Businesses go to the Business Window.
- 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 bank 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 BUSINESS MEETING

During your business start-up with the students, after the orientation, **please be sure to complete the following.**

1. Introduce yourself and other volunteers.
2. Point out the First Bank t-shirts hanging on the wall. Explain that they may wear these if they wish. It is optional.
3. 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.
4. Ask the CEO for the yellow **Business Costs Sheet**. Hand out **neck wallets** according to student job placement. Please double check that **First** and **Last** names are written on the Costs Sheet. When you're finished, give the yellow sheet to the CFO.
5. Instruct the **CFO** to go to the computer and begin processing the payroll, following the instructions on the computer. They will print the payroll checks, which the **CEO** will sign and hand out.



Item	Amount	Units	Price
Salaries			
Wages			
Utilities			
Insurance			
Advertising			
Transportation			
Supplies			
Travel			
Telephone			
Postage			
Printing			
Repairs			
Depreciation			
Interest			
Taxes			
Other			
Total Business Costs (Sum of all Operating Costs)			

(Go to next page.)



6. Explain that all workers should now read their **job tasks** either on laminated sheet on their desk or on computer.
 - The **CEO** will distribute direct deposit applications and collect them. They will fill out a Charter on their computer and should look over their Opening Town Hall Speech. Sign paychecks and distribute to employees.
 - **Personal Bankers** will review instructions on their computer and wait for a JA Staff member to train.
 - The **Business Banking Officer** should begin counting cash for each **Personal Banker** according to their instructions.
 - The **Financial Advisor** will review instructions on their computer and begin familiarizing themselves with the stocks for citizens to invest in. They can then practice their KPLR 11 interview script.
7. All First Bank employees remain in the business until it is time for the **Opening Town Meeting**.

You will use the next page for information on the first work/break rotation.

GUIDE TO THE FIRST WORK/BREAK ROTATION

- JA staff members or teachers will check the customers' paycheck and deposit slip before they enter the bank.
- Personal banking customers will come into the bank and stand behind the red line to wait for an available Personal Banker who will take care of their deposit.
- Each business will bring a blue bank bag to the Business Window which includes Loan Application, direct deposit applications, and Promissory Note. The **Business Banking Officer** will take Loan Applications and Promissory notes to the **CEO**. Then, place direct deposit applications in the appropriate business drawer. (The **CEO** should cover for the **Business Banking Officer** while they are on break.)
- The **CFO** will process invoice payments as they arrive.
- The **Financial Advisor** may start selling stocks to citizens while they are visiting the bank. Stocks **must** be purchased during first set of breaks.
- The **CEO must** approve all business loans on the computer, after comparing to the paper application numbers. They will then take the green pledge card and ask each employee to make a pledge. This will be collected by the United Way Executive Director.
- Some businesses may begin to make deposits. The deposits are made at the Business Window. As this starts, they should be filed in the correct business folder.
- The **CFO must** approve all cash deposits made at the business window on the computer.

Mid-Day Banking Meeting

All Citizens will be called to a meeting after all first break rotations are completed.

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 are welcome to have lunch with your child when they go on their 2nd 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

- During the second set of breaks, citizens will drop off their Savings check. Personal bankers will process them by entering information into the computer.
- The **CFO will continue to APPROVE** business deposits and process invoice payments.
- Business deposits will come in very quickly at the end of the day, so the **CFO** must be sure that all deposits are approved.
- The Financial Advisor will check for earnings and losses.
- Make sure that the **Financial Advisor and CFO** have prepared his/her Closing Town Meeting speech.

END OF DAY – CLEAN UP

- Employees should make their workstations look like they did at the beginning of the day.
- Please collect **job neck wallets**, empty them, and return them to their original place.
- When the end of the day is announced, employees should return shirts to the rack.
- 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.
- Business Banking Officer should place all papers from files in the recycle bin.
- Pencils and scissors are in holders.
- Return all money neatly to the safe.

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