

Welcome to Your Volunteer Day at JA BizTown in World Wide Technology

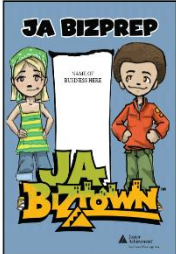
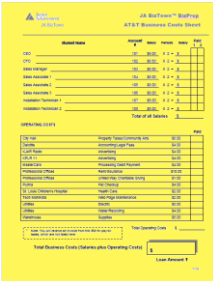
We appreciate all your assistance today in making this an outstanding learning experience for the employees in World Wide Technology. Please dispose of any coffee, juice, or soda in The JA Café **BEFORE** students arrive. You may have bottled water in your business throughout the day.

Your Day

- World Wide Technology provides consulting for technical business issues and solutions, cybersecurity, coding and designing Apps.
- 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 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 meeting with the students after the orientation, **please be sure to complete the following.**

1. Introduce yourself and other volunteers.
2. 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. 
3. Ask the CEO for the yellow **Business Costs Sheet**. Hand out **neck wallets** according to student job placement. Please double check **First** and **Last** names are written on the Costs Sheet. When you're finished, give the yellow sheet to the CFO. 
4. Tell the **CFO** to go to the computer and begin processing the payroll, following the instructions on the computer.
5. Explain that all workers should now read their **job tasks** either on their desk or on their computer.
 - The **CFO** will print payroll checks for pay period one, give to CEO to sign.
 - The **CEO** will distribute direct deposit forms to all employees and collect when filled out.
 - a. Prepare the Blue bank bag on the desk with items listed on the bag.
 - b. Sign and distribute the paychecks.
 - c. Review the Opening Speech for the Town Hall Meeting.

(Go to next page.)

- The **Solutions Consultant** should read and follow instructions on laminated sheet. They should familiarize themselves with their assignments for the business day, including use of QR codes and the STEM interview for KPLR.
 - The **Analyst** should read all instructions for their job on the laminated sheet on their desk. They will need to familiarize themselves with the various cybersecurity levels offered.
9. All other WWT employees remain in the business until it is time for the **Opening Town Meeting**. (They may go to the restroom.)

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

GUIDE TO THE FIRST WORK/BREAK ROTATION

- The **CEO** will take the blue bank bag to the business window at the bank during the first red break. They will ask each employee to make their pledge to United Way using the Pledge card on their desk. They can begin preparing invoices on their computer.
- The **CFO** will process invoice payments as they arrive and continue paying bills.
- The **Solutions Consultant** will manage diagnostic testing in all businesses to determine what sort of consulting solutions are best for each one. They will look over the STEM interview to prepare for their KPLR interview later in the day. Once the CEO has finished billing for Technology and Cybersecurity upgrades, they can begin collecting checks from the businesses using the checklist.
- The **Software Developer** will choose which software application they will work on.
- The **Analyst** will go to each business and visit with the CEO and CFO to help them choose which tier of cybersecurity that best suits their business. They will then turn in the upgrade sheet to the CEO for billing.

Mid-Day Meeting

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

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 may eat lunch with your student during the second break)
- **Spend their money**, it will be their final opportunity to shop.
- **Return to work** at the end of their 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

- The **CFO** will continue to make deposits to pay back their loan. They will prepare the Blue Business Profit/Loss Report at the end of the day during the last green break to be read at the Closing Town Meeting.
- The **Solutions Consultant** will continue to work on business solutions for all customers. They continue to collect technology and cybersecurity payments from all businesses and put checks on CFO desk.
- The **Software Developer** will continue with coding programs and apps.
- The **Analyst** will complete the cybersecurity certificates for each business and deliver. At the end of the last green break collect the certificates, wipe down and place on desk.

END OF DAY – CLEAN UP

- Tablets should be given to a JA Staff member at the end of the day.
- Employees should make their workstations look like they did at the beginning of the day.
- All Employee instruction sheets must remain at JA BizTown. Please collect the **job neck wallets**, empty them, and return to the original place.
- 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.
- All employee instruction sheets are placed in appropriate black bins.
- Pencils and scissors are in holders.

We will e-mail 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! We can't do it without you!