



## **Welcome to Your Volunteer Day at JA BizTown Pet Adoption Center**

We appreciate all your assistance today in making this an outstanding learning experience for the employees in the Pet Adoption Center. 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**

- Pet Adoption Center provides Veterinary Wellness Checkups, Pet Adoptions, Pet Grooming, Photo Booth pictures and other pet-related merchandise for sale.
- When the citizens arrive, they will sit in the common area. We encourage you to listen to the orientation. It will have many reminders for you.
- 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**
- Some general information is in the front pocket of this binder.





- The **Sales Associate** will help set prices, arrange the display, set up and learn how to operate the sales Computer.
  - The **Grooming Technician** will read the Grooming Technician Procedure Sheet found on the examination table.
  - The **Grooming Technician and Veterinarian** will read the benefits of adoption, microchipping, pet owner pledge, and feelings tabs on the examination table flip chart.
  - The **Veterinarian** will read the Veterinarian Procedure Sheet on the examination table.
9. All Pet Adoption Center 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 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. Later in the day they will be interviewed by KPLR 11.
- The **CFO** will continue paying bills when invoices arrive and begin to deposit business income.
- The **Grooming Technician** will begin with the grooming procedures.
- The **Veterinarian** will begin Pet Exams and Rabies vaccinations.
- The **Sales Associates** will assist customers with sales, pet adoptions, and Photo Booth pictures on the sales computer.



## **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 your lunch during the second break with your student as well.)
- **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 **CEO** will assist with retail sales if necessary.
- The **CFO** will continue to make deposits to pay back their loan. They will prepare the Blue Profit/Loss Report at the end of the day during the last green break to be read at the Closing Town Meeting.
- **Sales Associates** will continue keeping track of adoptions per break and all sales on the computer.



## **END OF DAY – CLEAN UP**

- Employees should make their workstations look like they did at the beginning of the day.
- Please collect the **job neck wallets**, empty them, and return to the original place.
- The CFO should remove all papers from folders and place them in the recycle bin.
- Any papers that have been written on should be placed in the recycle bin.
- Pencils and scissors are returned to pencil cups on each desk.
- Any clothing worn has been returned to its original location.
- Make sure all wellness checkup equipment is placed in the correct location.

**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 cannot do it without you!**