



## Welcome to Your Volunteer Day at JA BizTown in KJAR!

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

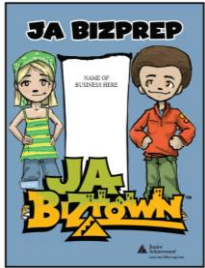
### Your Day

- KJAR is a radio station that airs music, accepts song requests, and airs business advertisements.
- When the citizens arrive, they will be seated in the common area. We encourage you to listen to the orientation that they receive. 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
- Some general information is in the front pocket of this binder.

**VOLUNTEER GUIDE TO START-UP BUSINESS MEETING**

During your business start-up meeting with the students, **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. When the Warehouse supply basket is delivered, give the song request forms to the Disc Jockey.



Business Name	Amount	Salary	Tax	Total
CEO	100.00	1.00	2.00	103.00
CFO	100.00	1.00	2.00	103.00
Accountant	100.00	1.00	2.00	103.00
Marketing	100.00	1.00	2.00	103.00
Warehouse	100.00	1.00	2.00	103.00
Disc Jockey	100.00	1.00	2.00	103.00
Other	100.00	1.00	2.00	103.00
<b>Total</b>	<b>600.00</b>	<b>6.00</b>	<b>12.00</b>	<b>618.00</b>

- The **CFO** will print payroll checks, which the **CEO** will sign.
- The **CEO** will distribute direct deposit applications to all employees and collect when filled out
  - a. Prepare the Blue bank bas on the desk with items listed on the bag.
  - b. Sign and distribute paychecks.
  - c. Review the Opening Speech for the Town Hall Meeting.

*(Go to next page.)*



- The **Ad Executive** will prepare for business visits.
  - The **Reporter** will prepare to interview citizens and practice interview script.
  - The **Disc Jockey** will learn how to operate the broadcast equipment and practice the opening remarks.
10. All KJAR 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.**



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## 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 and list it on the Pledge Card on their desk. They will begin preparing invoices on their computer.
- The **CFO** will continue paying bills when invoices arrive.
- The **Ad Executive** will collect radio ads from 3-4 businesses and bring them back to the disc jockey for broadcast. Then the Ad Executive repeats this process until all ads have been collected.
- The **Reporter** will conduct interviews and write news stories to be broadcast by the Disc Jockey.
- The **Reporter** will be interviewed by KPLR 11.
- The **Disc Jockey** will play music and read ads. The Disc Jockey will not broadcast if KPLR 11 is airing an interview. The Disc Jockey must pay attention to the TV in KJAR to determine when radio broadcasting must stop.

## **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 for a group staff meeting. 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** at The JA Café. (You may eat with your child during their second break 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.**



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## GUIDE TO THE SECOND WORK/BREAK ROTATION

- The **CEO** should make sure that all radio ads have been broadcast. Businesses have paid for these ads to be aired. The **CEO** may also help take song requests.
- The **CFO** must prepare a Business Profit/Loss Report to read at the Closing Town Meeting. This is done as soon as all deposits have been made.
- The **Reporter** will continue to interview in JA BizTown.
- The **Ad Executive** must make sure that all businesses have paid for their TV ads. The Ad Executive will also take song requests.
- The **Disc Jockey** will continue to broadcast music and read ads.



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## END OF DAY – CLEAN UP

- Employees should make their workstations look like they did at the beginning of the day.
- Please collect all **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 manuals are placed in appropriate black bins.
- Pencils and scissors are in holders.
- Any clothing worn from the business has been returned to its original 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 today! We can't do it without you!**