

## Welcome to Your Volunteer Day at JA BizTown Professional Offices!

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

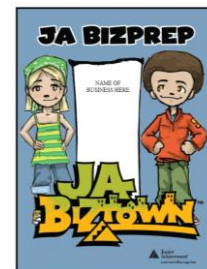
- The Professional Offices provides legal, accounting, and Charitable giving to businesses. The Realtor is also located in the Professional Offices.
- When the citizens arrive, they will be seated in the common area. We encourage you to listen to the orientation that they receive. It will have many reminders 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 and Clean Up**
- Some general information is in the front pocket of this binder.

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

# Professional Offices

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 **Attorney/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 **Attorney/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 desk and begin processing the payroll, following the instructions on their 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, which the **Attorney/CEO** will sign.
  - The **Attorney/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 cases they will be solving.

A yellow sheet titled 'Business Costs Sheet' with a table for recording expenses. The table has columns for 'Business Name', 'Amount', 'Date', 'Category', and 'Paid'. Below the table is a section for 'OPERATING COSTS' with a list of items and their amounts, and a total calculation at the bottom.

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# Professional Offices

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- The **United Way Executive Director** will review their Opening Speech for the town hall meeting and the Charitable Giving procedures.
  - The **CPA** will print invoices for legal and accounting services.
  - The **Realtor** will work on Rental Agreements and input information into the computer.
6. All Professional Offices 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 **Attorney/CEO** will collect direct deposit applications. These will be taken to the bank along with the loan application and promissory note in the blue bank bag.
- The **Attorney/CEO** signs the Bank Charter, works on the investigative cases and reviews, signs and returns selected Promissory Notes.
- The **Attorney/CEO** will be interviewed by KPLR 11.
- The **United Way Executive Director** will ask each employee to make their pledge to United Way using the pledge card on their desk. They will collect a philanthropy pledge sheet from all businesses and invoice them for \$1.00.
- The **CFO** will continue paying bills when invoices arrive and begin to deposit business income.
- The **Realtor** will go to each business and have them sign a Rental Agreement. They will then create an invoice for their rent. Then, using a tablet, go to each business and complete an inventory of property.
- The **Realtor** will assist JA BizTown citizens arriving to try the “fatal vision” glasses.
- The **CPA** will process bills for legal and accounting services to businesses. When finished, the CPA will visit BizTown businesses to perform a Business Audit using the CPA Audit Spreadsheet.

## **Mid-Day Banking 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** at The JA Café. (You may eat 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 **Attorney/CEO** will:
  - Review and sign rental agreements.
  - Work on the next investigative case according to their manual.
  - Prepare the Closing Town Meeting Speech.
- The **CFO** must track incoming payments on the yellow Invoice/Accounts Receivable Checklist and continue to make deposits to pay back their loan. They will prepare a Business Profit/Loss Report at the end of the day during the last green break to be read at the Closing Town Meeting.
- The **United Way Executive Director** will collect green pledge cards from all businesses and enter data into the computer.
- The **CPA** will continue completing Business Audits for more businesses and collect any remaining payments from businesses for legal and accounting services.
- The **Realtor** will continue property appraisals.

## 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.
- Fatal Vision glasses have been returned to basket on Insurance Agent/Realtor desk.
- 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.
- 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 for your help today! We can't do it without you!**